

Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

Compliance Officer (Internal Audit) National Only

Basic Salary + 13th Month Pay Benefit + Other Benefits

Vacancy Code:	VN0470926
Grade:	I
Duty station:	Yangon
Supervisor:	Compliance Manager
Number of Post:	1
Contract Type:	Fixed Term
Application Deadline:	7 October 2026

PURPOSE OF THE ROLE

The Compliance Officer will be primarily responsible for performing the internal audit of grants, functions, and partners independently with minimum supervision from the Compliance Manager to provide an independent appraisal of CARE Myanmar's financial, program/project, operational and control activities. The Compliance Officer will be specifically responsible for 1) supporting for the internal audit plan & risk assessment for fiscal year in close consultation with The Compliance Manager; 2) supporting the audit team to perform the audit as per the approved plan and provide report which includes control weakness, root cause of the problem and reasonable recommendations to address the gaps/non-compliance for issues identified; 3) prepare a database of the partners based on the risk assessment of the partner by using the information obtained from Sub Grants and Finance unit and considering other performance indicators; 4) supporting entire audits i.e. project, mission, donor and any other relevant reviews; 5) assisting Compliance Manager to perform special review as required by Headquarter (HQ) and Regional Office.

The employee shall fully comply with CARE policies and procedures and should be accountable for it.

MAIN RESPONSIBILITIES

AUDITING- 50% of time

- Independently perform periodic audits of different grants, functions, departments, and partner organizations based on a systematic and risk/exposure methodology as per the internal audit plan.
- Support the Internal Auditor/Compliance Manager in preparation of annual audit plan focusing on the materiality/risk level.
- Perform surprise audits in close coordination with the Compliance Manager of CARE and Partners in order to review the adequacy and effectiveness of internal control and systems implemented by CARE Myanmar and partner NGOs. Provide appropriate feedback for strengthening their systems/policies and contribute to their capacity building.
- Provide a written report based on the audit that includes control gaps, root causes, and recommendations linked with the gaps in order to provide support to the management to overcome the gaps. While performing the audit, proper consideration should be given to HQ asserted controls, donor requirements, government regulations, and CARE International policies/procedures.
- Assist the Compliance Manager to conduct special or requested audit/review as required by CARE Myanmar Management, Regional Office, CARE HQ etc.
- Facilitate the timely completion of the external/project/donor audit. Review the audit requirements of all projects, prepare an audit tracker based on the audit requirements for the fiscal year, develop project-specific Terms of Reference (TOR), and coordinate with CARE Management and the external auditor for timely completion of the audit.
- Assist in the investigation with the support and guidance from the Internal Auditor/Compliance Manager and CUSA investigation team.

CAPACITY BUILDING & PARTNER RISK ASSESSMENT- 30% of time

- Rigorous follow-up to review implementation status of corrective action plan prepared by the management based on the recommendations of different audits and provide assurance that implemented changes adequately resolved audit findings. Monthly reporting to the Internal Auditor/ Compliance Manager about the status of any unresolved issues.
- Preparing different training materials and a capacity development plan to help the management to address the control gaps identified during the time of audit, under the close supervision of the Internal Auditor/Compliance Manager.
- Perform analytical procedures and risk ranking of the partners as per the risk assessment process. Update the risk ranking on a periodic basis so that CARE management has a proper understanding of the risk level of all the partners.
- Assess financial and operational capacity of PNGOs, CSOs through periodic visit/walk through test and random document review.
- Perform any other relevant jobs which will not impact on the independence of the internal audit function.

UPHOLDING CARE'S CORE VALUES AND ENSURING ITS PRINCIPLES- 15% of time

- Link and demonstrate CARE Myanmar's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).
- Any other duties/responsibilities as per the need/priority of mission in consultation with supervisor.

OTHER RESPONSIBILITIES AS ASSIGNED- 5% of time

Responsibilities on Safety and Security and Safeguarding and Child Protection:

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

EXPERIENCE AND QUALIFICATIONS:

Education/ Training

Required

- Minimum bachelor's degree in commerce or other relevant field, or professional relevant certification in auditing and/or minimum 2 years of similar work experience.

Desired

- Prior experience working in the development sector (I/NGO) is desirable.
- Prior experience conducting audits, compliance reviews, spot checks, investigations, or risk assessments.

Experience/Technical Skills

Required

- Proven knowledge and experience of auditing procedures and practices of NGO and INGOs.
- Knowledge and experience in financial and administrative procedures.
- Proven knowledge and experience in conducting audits, compliance reviews, spot checks, investigations, or risk assessments.
- Demonstrated good report writing skills
- Experience engaging with cross-functional teams
- Good communication and negotiation skills.
- Good oral and written communication skills in both Myanmar and English language.
- Good understanding in use of word processing and spreadsheet software packages
- Demonstrated characteristics of honesty, reliability, trustworthiness and the ability to maintain confidentiality

HOW TO APPLY

We are accepting applications through a dual-step process. **Both steps are mandatory to complete in consideration of your application.**

Step 1: Please complete our quick online form by scanning the QR code below or by using the link provided.

[VN470926 | Compliance Officer – Fill out form](#)



Step 2: Email your current C.V directly to (MMR.Jobs@care.org). The subject of the email should include “**Vacancy Code**”. The CV must contain a minimum of two professional references, one of which must be from the most recent line manager and your expected salary.

Only successful candidates will be contacted for an interview.

People & Culture Department
CARE International in Myanmar
No.18/C, Kanbawza Road, Golden Valley Ward (1),
Bahan Township, Yangon, Myanmar.
Email: MMR.Jobs@care.org

OUR COMMITMENT TO INCLUSIVE WORKFORCE

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate’s previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.