



On the heels of the tragic earthquake of 2010, J/P HRO mobilized a rapid and effective response to save lives and to manage the Pétion-Ville Camp, which swelled to nearly 60,000 displaced earthquake survivors. J/P HRO quickly expanded its services in step with the needs on the ground, working to revitalize local Haitian communities through focused programs including: camp and relocation management, medical clinics, education, community development and livelihoods and engineering, rubble removal and reconstruction. The Organization is looking for: **One (1) Chief Compliance Officer**, based at Delmas.

Summary

The compliance officer will establish and implement an effective compliance program to prevent illegal, unethical, or improper conduct. The Compliance Officer will act as staff to the CEO and Board of Directors by monitoring and reporting results of the compliance and ethics efforts of the organization and in providing guidance for the CEO and Senior Management Team on matters related to reporting and compliance. The Chief Compliance Officer will be authorized to implement all necessary actions to ensure the objectives of an effective compliance program are achieved.

Duties and responsibilities:

- Develop, initiate, maintain and revise policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical, or improper conduct;
- Manage day-to-day operation of the compliance program;
- Periodically review and update Standards of Conduct (e.g., Sexual Exploitation and Abuse policy, Code of Conduct, etc.) to ensure continuing relevance in providing guidance to management and employees;
- Collaborate with other departments (e.g., Human Resources, Security, Finance, and so on) to direct compliance issues to appropriate channels for investigation and resolution; oversee investigation of serious breaches of Standards of Conduct;
- Consult with legal counsel as needed to resolve difficult legal compliance issues;
- Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures;
- Develop and oversee a system for uniform reporting and handling of such alleged violations;
- Act as an independent reviewer to ensure that compliance issues and concerns within the organization are being appropriately evaluated, investigated, and resolved;
- Monitor, and as necessary, coordinate compliance activities of other departments to remain abreast of the status of all compliance activities throughout the organization;

- Identify potential areas of compliance vulnerability and risk, develop and implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future;
- Provide reports on a regular basis, and as directed or requested, keep the CEO and senior management informed of the operation and progress of compliance efforts;
- Ensure proper reporting of violations or potential violations to law enforcement agencies as appropriate or required;
- Provide direction and management of the compliance hotline;
- Institute and maintain an effective compliance communication program for the organization, including promoting:
 - (a) Use of the compliance hotline;
 - (b) Heightened awareness of Standards of Conduct, and understanding of new and existing compliance issues and related policies and procedures;
- Work with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees and ongoing training for all employees and managers;
- Monitor the performance of the compliance program and related activities on a continuing basis, taking appropriate steps to improve its effectiveness.

Deliverables: (6 month)

- Recruit and train full-time, in-country Accountability Officer;
- Evaluate and update Standards of Conduct (e.g., Sexual Exploitation and Abuse policy, Code of Conduct, etc.) to be in compliance with Humanitarian Accountability Partnership (HAP) standards;
- Review, modify and augment as required internal accountability reporting mechanisms (accountability hotline, feedback website, suggestion box, etc...)
- Review, modify and augment as required external accountability reporting mechanisms (accountability hotline, focus groups, etc...);
- Evaluate and train within each department staff responsible for beneficiary accountability;
- Develop policies and procedures for general operation of compliance program;
- Develop system for uniform reporting and handling of violations;
- Create a compliance training program;
- Implement organization wide compliance program;
- Develop and oversee training of all staff on updated Standards of Conduct as well as updated external and internal reporting mechanisms.

Qualifications, Experience and Skills:

- Bachelor's degree required, master's or law degree preferred;
- Minimum of 10 years of experience in a similar position;
- Demonstrate strong knowledge and skills with designing and reviewing policies and procedures;
- Strong experience with Operational, Financial, Quality Assurance and Human Resources procedures and regulations is a must;
- Prior experience working in Haiti a strong plus factor
- Fluent in English and French; Haitian Creole highly desirable
- Knowledge of MS Word, Excel, and PowerPoint, etc...



**HAITIAN RELIEF
ORGANIZATION**

www.jphro.org

To apply for this position please submit your application including motivation letter, resume and copy of diplomas to the Human Resources Department before April 30th, 2014 at 17, Rue M. Latortue, Delmas 48 or hrstaffing@jphro.org

N.B Please mention **“Chief Compliance Officer”** as subject of your email. Only applications with this mention will be considered and only selected candidates will be contacted for interview.

J/P HRO is an equal opportunity employer.