Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Field Compliance Officer.

Contract type: Full Time.

Duty Station: Idleb Syria.

Number of Vacancies: 1.

Application Closing Date: November 28, 2026, 4:00 PM.

➢ JOB SUMMARY :

- The Field Compliance Officer is a member of the Field Compliance Unit and is responsible for performing compliance reviews in the country of operation. Compliance work needs to be performed in accordance with the Ethics and Compliance Charter, country work plans, International Medical Corps policies and procedures and Donors' regulations.
- Compliance is an advisory function having an independent status within the International Medical Corps. The Field Compliance personnel shall have a dual reporting relationship: an administrative line to the Country Director and a technical line to the Ethics and Compliance Department. The Field Compliance personnel will be appointed by the Country Director on the recommendation of the Field Compliance Country Lead and/or Head of Regional Compliance. The Field Compliance Officer will report (administratively and technically) to the Field Compliance Country Lead. When needed, the Head of Regional Compliance can also participate in the Field Compliance Officer's performance appraisal (from the technical aspect) and in the decision-making process in case of potential disciplinary measures, including staff dismissal. The Field Compliance Officer shall have no executive or managerial powers, functions nor duties.
- The Field Compliance Officer promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity. Communicates these values to staff and to partners and requires them to adhere to these values.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

➢ MAIN TASKS AND RESPONSIBILITIES:

Ethics and Compliance Department Overarching Responsibilities

- Encourages transparency, communication, and teamwork related to the Ethics and Compliance Charter and its Department objectives.

Core duties

- Assists/prepares country work plan, which determines the scope, sample size, timing, and frequency of compliance reviews in the country.
- Conducts compliance reviews in accordance with the agreed country work plan.
- Assists management to effectively identify, document and mitigate compliance risks associated with program and operations activities.
- Assists/prepares and timely submits compliance reports with observations and recommendations for technical review to the Head of Regional Compliance and/or Senior Director of Field Compliance.
- Timely assists/issues monthly and quarterly reports to country management.
- Regularly verifies progress made towards compliance recommendations and agreed action plans.

- Provides advisory services to country management on improvements and engages with other departments to support improvements in internal controls as required.
- Ensures that recordkeeping of compliance reviews kept on shared file is timely, accurate and complete.

Communication

- Proactively communicates results of compliance reviews and identified gaps with country management and supports corrective measures in real-time to avoid non-compliance.
- Prepares and provides necessary updates and reports on field compliance work as needed.
- Maintains regular communication with key stakeholders at country and HQ level as required.

Capacity building and training

- Works with other relevant departments on developing and providing Fraud, Bribery, Conflicts of Interest and other trainings to International Medical Corps staff and partners.
- Researches available sources and remains up-to-date on relevant trends and activities in the global compliance profession within the NGO community.

Other responsibilities

- Suggests changes to the policies and procedures and improvements to the systems.
- Assists management with remedying any gaps in internal control.
- Regularly participates in the regional compliance meetings.
- Assists Compliance Investigations Unit and country management with investigations upon their request and subject to the approval of the Head of Regional Compliance and/or Senior Director of Field Compliance.
- Conducts any other tasks assigned by the Field Compliance Country Lead and/or the Head of Regional Compliance with the aim of supporting or improving the operations of the Field Compliance Unit.

Safeguarding

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly crisis-affected and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

Equal Opportunities

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.

➢ MINIMUM QUALIFICATIONS:

- ❖ Typically, a 4-year Bachelor's Degree (in a three-cycle Higher Education) in Business Administration, Accounting, Risk Management or similar. Equivalent combination of relevant education and experience may be substituted as appropriate;
- ❖ Master's degree in a relevant discipline preferred;
- ❖ Certification in auditing, grants management, risk and/or compliance management preferred;
- ❖ Typically, 3+ years of relevant experience working in related field, with at least 1 year in humanitarian relief or equivalent experience;
- ❖ Experience in risk management, compliance and/or audit preferred;
- ❖ Knowledge and working experience with US Dept of State, EU, FCDO and other donors preferred;
- ❖ Knowledge of different types of instruments (grants, contracts, sub-awards etc.) preferred;
- ❖ Knowledge and experience with various business processes (such as Human Resources, Program Management, Financial Management, Supply Chain Management, Information Technology etc.);
- ❖ Strong communication including presentation skills;
- ❖ Strong time management skills;
- ❖ Detail oriented, with a high degree of ethics, integrity, discretion and professionalism;
- ❖ Proven ability to gather, analyze and evaluate facts, define problems, draw valid conclusions and to prepare and present concise written reports in English;

- Problem-solving skills;
- Ability to effectively train staff;
- Fluency in English with a proven ability to express themselves well verbally and in writing; Knowledge of French or Arabic is preferred;
- Ability to establish and retain effective working relationships with other staff and to communicate clearly and effectively, both orally and in writing;
- Ability and willingness to travel to country program locations as needed, often at short notice.

- **Salary and Benefits:**
  - As Per IMC Salary Scale.
  - Life Insurance.
  - Social Security.
  - Medical Insurance.

- **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

- **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.
If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com
Please do not submit your CV or application to this website; it will not be considered for review.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- **This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

Field Compliance Officer Idleb Office-FCO-28112026

Alternatively, scan the following QR code by your mobile camera:



SCAN ME