



## ***Job Description***

### **(Syria - Raqqa - Audit / Compliance Supervisor - National)**

#### **Objective:**

Under the supervision of the C&R Manager, the Audit / Compliance Supervisor will support the department in the areas of internal audit, external audit, and investigations. The position plays a key role in disseminating Solidarités International's internal procedures and tools while contributing to the rollout of best practices across the mission. The Audit / Compliance Supervisor contributes to the success of external financial audits and supports the Conformity Manager in conducting internal audit reviews to ensure compliance with internal policies, donor regulations, and established best practices. In addition, the role involves reviewing internal controls within processes, performing spot checks as assigned, and supporting the follow-up on prior audit recommendations. The Audit / Compliance Supervisor also assists in investigations related to field offices outside of their base and contributes to capacity building for SI teams, particularly in areas of fraud prevention, strengthening internal controls, and addressing audit findings.

**Desired start date:** 15-3-2026

**Duration of the mission:** UNTIL 31-4-2026 - Subject to Renewal / Extension

**Location:** Raqqa

#### **Key Responsibilities:**

##### **Internal control**

- Support the Conformity Manager by following up on the implementation of recommendations from internal audit, external audits, spot checks, investigations etc.
- Updating the audit observations follow-up tracker,
- Performs a systematic compliance review of the selected projects,
- Perform compliance reviews for project activities completed by implementing partners,
- Inform the hierarchy of any suspicions of fraud, corruption or breaches of Solidarités International procedures noted during internal controls.

##### **External audit:**

- In collaboration with the base team, collect the documents/clarifications and prepare them for presentation to auditors
- Prior to any external audit, systematically carry out a pre-audit of all or sample expenses documentation and transmit the corresponding risk table to Conformity Manager.
- Support each department in the regularization process if necessary
- If required, participate to the kick-off and closing meetings of external audits.
- Is in copy of the exchanges on the draft report at the coordination level and ensures that the final report is received and archived and disseminated to related staff.
- Update the recommendation follow up with recommendations from the external audit

**Dissemination of good practices:**

- Participate in project kick-off and closing meetings focusing on project archiving plan.
- Participate to the dissemination of the whistle blowing policy, code of conduct and anti-fraud policy.
- Assist in ensuring compliance with donor regulations.

**Investigations:**

Under the supervision and specific direction of Conformity Manager, assist in the conduct of investigations including collection, compilation, and translation of evidence, conducting interviews according to planned transcript, updating investigation tracker etc. while ensuring strict confidentiality.

Responsibility over investigations will be limited to field offices that are outside of the incumbent's base/office.

The above list is a non-exhaustive one, nor limitative. The Audit / Compliance Supervisor could be asked other responsibilities and tasks within the framework of his/her job on request of the Conformity Manager.

**DIPLOMAS AND EXPERIENCE****Education & Certifications:**

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- Certified Internal Auditors (CIA) preferred
- Certified Fraud Examiners (CFE) preferred

**Experience:**

- Experience in the humanitarian sector: 1-2 Years - Preferred
- Experience in a similar position: 2-5 Years - Required

**Key Competencies & Personal Qualities:**

We are looking for a detail-oriented colleague (can dig deep into the details) but is also capable of understanding the big picture; is also able to communicate with colleagues from all levels, and beneficiaries with respect and empathy, and that is willing to go the extra mile for the success of the mission. Capable of prioritizing tasks on hand, and delivering on tight deadlines

**Female candidates are strongly encouraged to apply.**

**LANGUAGES**

- Fluent in English (spoken and written).

**SI Will Offer you:****A salaried position:**

SI will offer a monthly gross salary of 1,230 USD, along with a comprehensive benefits package.

**"Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws"**

**Application process**

interested candidates are invited to apply at the link below

**Submit your application**

Please note the vacancy may close before the deadline.  
Thank you for your understanding.