



Job Description

(SYR - CONFORMITY & RISK MANAGEMENT MANAGER – NATIONAL)

Objective:

The Conformity and Risk Management Manager lead the conformity department and ensures the success of external and internal audits and investigations. S/He reviews projects for compliance with internal policies, donor regulations, and best practices; leads investigations into Ethical Code violations; manages mission archiving; conducts due diligence on partners; supports internal procedures aligned with donor requirements; provides training on SI's Ethical Framework; and serves as the main focal point with Headquarters' Audit Department on audits and archiving matters.

Desired start date: 1st of March 2026

Duration of the mission: 4 Months, Subject to Renewal / Extension

Location: Damascus - Syria

Key Responsibilities:

Internal Audit & Internal control:

- Responsible for planning and maintaining a risk-based Internal Audit plan for the department.
- Plan and conduct project internal financial audits at the base level according to internal audit methodologies and using a risk-based approach.
- Discuss key findings with the Field and technical Coordinators during the financial audit.
- Prepare reports with agreed upon mitigation measures to address risks identified
- Support and follow up on recommendations and the implementation of the action plan
- Support in setting up self-assessment exercises (HQ Internal Audit).
- Ensure that the recommendations follow-up is up to date for internal and external audits.
- Partners Risk Management:
- Carry out due diligence of partners in collaboration with coordination team and participate in identifying mitigations measures.
- Conduct internal financial audits for partner projects as needed

External audit:

- Lead the Conformity team in facilitating and coordinating donor external audits at the mission level.
- Contribute to the systematic pre-audit of all or sampled expenses documentation and share results with mission management and with SAE department.
- Coordinate the collection of answers to pre-audit questionnaires requested by external auditors, and gather the supporting documentation needed for the external audit.
- Support the conformity department on audit oversight once the auditors are on site.
- Coordinate collection of mission management responses on the audit draft report, review and provide feedback on before getting approval from HQ External Audit department.
- Monitor receipt of the final audit report and ensure its transmission to the SAE.
- Disseminate the audit report internally, highlighting ineligible costs and risks.
- Ensure timely update of the follow-up on audit recommendations tool.
- Follow up with relevant department to ensure action plans from audit recommendations are implemented.
- When relevant, provide technical support to select external audit firms at field level.

Archiving:

- Supervise the archivist and the archiving process.
- Guide the archivist in conducting reviews of documentation to ensure completeness and accuracy of supporting documents.
- Set-up an archive database and support the archiving officer on its update and follow-up.
- Support managers in ensuring the storage of archives in a clean and secure location, considering sensitivity levels and accessibility need.
- Support mission departments on archiving procedures and the types of documents to be kept or destroyed.
- Develop archiving tools adapted to mission needs
- Validate mission packing lists for shipment to HQ
- Brief new mission managers on the organization's archiving procedures, depending on their position.
- Dissemination of good practices
- Support the dissemination, good understanding and compliance with policies and donor regulations by implementing training and capacity building sessions in close collaboration with coordinators
- Participating in project kick-off and closing meetings focusing on donor compliance requirements, lessons learned and risks to be mitigated
- Contribute to the improvement of policies and procedures.
- Highlight to colleagues in the mission, the areas of attention communicated by the HQ audit department.
- Update the recommendations follow-up and ensure their implementation through an effective action plan by the relevant process owner.

Transparency:

- Contribute to minimizing the risk of corruption and fraud at base levels by raising awareness about Solidarités' policies, procedures, code of conduct and the fight against abuse policy.
- Lead or direct investigations of cases of fraud/abuse and ensure proper documentation of findings.
- Actively promote the fight against abuse and the whistleblowing policies for the mission.

DIPLOMAS AND EXPERIENCE**Education & Certifications:**

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- Preferred: Certified Internal Auditor (CIA); Certified Fraud Examiner (CFE); CPA; CMA.

Experience:

- +5 years of experience in External Audit, or Internal Audit and Investigations.
- +2 years of experience in a similar role.
- Experience in internal control testing, risk identification, and root cause analysis.
- Experience in the humanitarian or NGO sector is an advantage.
- Knowledge of donor guidelines (ECHO, OCHA, USAID/DOS, etc.).
- Proficiency in Excel and familiarity with accounting software
- Experience in supervising; mentoring; training; growing; a team is required.

Key Competencies & Personal Qualities:

We are looking for a motivated and detail-oriented professional who:

- Possesses strong analytical and strategic thinking skills, with the ability to see both details and the bigger picture.
- Communicates clearly and diplomatically, both in writing and verbally.
- Can manage multiple priorities and meet tight deadlines with sound judgment.
- Upholds high ethical standards, confidentiality, and integrity.
- Demonstrate empathy, professionalism, and accountability in all interactions.
- Is committed to humanitarian principles and organizational values, and willing to go the extra mile for the mission's success.

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 2,070 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.**