



VACANCY WITH LINDII PEACE FOUNDATION

LINDII PEACE FOUNDATION (LPF) is a nonprofit non-governmental national organization established in Nigeria in July 2014 with the aim to improve the lives of people through effective and efficient humanitarian and developmental assistance in communities where such supports are essentially necessary within Nigeria. Through international and national networking, LPF provided humanitarian and developmental assistance to individuals, families, schools, Health facilities, and communities in more than twelve (12) states within Nigeria regardless of their ethnicity, political and religious affiliation. LPF fundamentally intervenes in multi-sectoral humanitarian activities majoring in Protection and Nutrition mainstreamed Water Sanitation and Hygiene (WASH) interventions. Other activities include stand-alone Programmes on Nutrition, Protection, Food Security & Livelihood, Education, and Cross-Sectoral areas.

To sustain the Organizational reach (Programmatically and Operationally) the Organization is seeking applicants for the Job title below:

Job Title	Grants Compliance Officer/Internal Auditor
Job Type	Fixed Term
Qualification	A minimum of Bachelor Degree or Other equivalent qualifications.
Experience	Minimum of 3 years' experience working for a corporate organization. (Previous experience of working with an NGO sector is desirable)
Location	Maiduguri; With Occasional Travel to other LPF Implementation site.

Duty Description:

The Grants Compliance Officer/Internal Auditor shall be responsible for maintaining prompt Internal Control of the programme expenditures, by developing, directing, and coordinating a comprehensive internal audit program for this project. s/he will ensure that project audits are performed with due professional care, and provide project credible audit observations, conclusions, and recommendations. The role is there to support the operations team with monitoring of deadlines, compliance with donor requirements and to support the project implementation team with reporting compliance.

Job Description:

- Maintain an overview of all grants, donor requirements, regulations, and internal and external deadlines, including managing the filing of grant documents (via donor-specific databases as applicable).
- Coordinate the preparation of donor applications and reports, ensuring donor compliance and maintaining high standards of quality control.
- Assist in drafting and revising funding proposals, budgets, and donor reports.
- Stay informed on donor priorities and circulate relevant calls for proposals.
- Document and analyze lessons learned from the proposal and reporting processes, including compliance with donor rules and regulations.
- Conduct internal audits, analyze data, identify discrepancies, and recommend improvements to processes.
- Contribute to enhancing internal grant management systems for greater efficiency and effectiveness.
- Assist in monitoring expenditures against approved budgets and support the preparation of financial reports.
- Provide internal support for donor-related matters, including organizing and delivering training on donor rules, proposal writing, and report preparation.
- Coordinate the development and distribution of compliance documents, such as branding guidelines and work plan templates.
- Support external donor audits and provide necessary documentation and information.

- Ensure internal controls and compliance objectives are met through regular audits and risk assessments.
- Assist in the development of assurance plans and reporting processes.
- Report on control deficiencies to management, and provide recommendations to mitigate risks and enhance value.
- Challenge existing processes and identify opportunities for improvement across the organization.
- Engage in the remediation of identified issues through follow-up actions.
- Support the maintenance and review of policies and procedures, ensuring they remain aligned with global best practices and updated legislation.
- Communicate effectively with various stakeholders across the organization.
- Provide objective assessments to improve overall organizational performance.
- Identify potential risk to the organization and recommend risk mitigation strategies.
- Review financial statements, transactions, and accounting records to ensure accuracy and compliance with accounting principles.
- Analyze data to identify anomalies, trends, or potential fraud within the accounting processes.
- Participate in developing the annual audit plan based on risk assessments and organizational priorities.
- Offer guidance on internal control matters and advise on best practices for compliance and risk management.

Other Compliance Information:

- Eager and required to adhere to LPF's principles and values and promote gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety, and staff health and wellbeing principles.
- Ensure that the properties in the place of work are respected and that no damage is caused to them.
- Adhere to implementation standards, LPF ways of working, and the terms of the LPF Code of Conduct; including the commitment to **zero tolerance** on **SEA** and the obligation to report **SEA** cases.
- He / She must not use their position of being engaged in LPF work to gain favours or material advantage.

Selection Criteria Core Competencies

Skills:

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

Communication Skills:

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of LPF. This includes effective negotiation and representation skills.

Integrity:

- Works with trustworthiness and integrity and has a clear commitment to LPF's core values and humanitarian principles.
- Resilience/ Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions. Works and lives in a flexible, adaptable, and resilient manner.

Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessments, particularly in high-stress and high-security contexts.

Work style:

- Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision-making with competent analytical and problem-solving skills.

Knowledge and skills:

- knowledge of LPF policies and procedures. Requires general information management and telecommunication skills and proficiency in information technology/ computer skills.
- Minimum of 2 – 5 years of humanitarian aid experience.
- Multiple language skills desirable. Graphics technical competencies required for this position
- High level of experience in developing information and communication related technical tools guidelines and systems.
- Qualifications and / or experience in professional information and communication-related fields.
- Strong assessment, evaluation, analysis, and strategic planning skills.
- Knowledge of Humanitarian / Human rights / Refugee Law.
- Basic knowledge of contract employment and experience and skills in recruitment and selection.

GENERAL INFORMATION

For an application to be valid, an applicant's Application letter and CV must contain the following information:

- Name of the Applicant (Must be the same as Name on Bank/ Account Information)
- Gender
- Phone Number and/or Email Address and/or Contact address (Residential)
- Nigerian Government-Approved ID Card (Either NIMC/National ID, National Voter's Card, International Passport, or Driver's License)
- Indigene certificate (if Any)
- Birth certificate/ declaration of age
- Language proficiency (List the Language and State your Proficiency level)
- Referee (minimum of 2 referees)

Other information

- The contract duration is 6 Months with possible extension upon satisfactory performance
- For an application to be valid, responsive References/Referees should be captured in the application with full and accessible contact information/details.
- Only applicants who scale through the prerequisite conditions will be invited for an interview.
- Interested applicants should submit the hardcopy of their resume, cover letter, and credentials at LPF Maiduguri Office **OR** send via email to hr@lindiipeacefoundation.org as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB **18th October 2024**. The application will be assessed on a rolling basis.