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SEAH and Compliance Officer (1 position)

Duty Station: *Nairobi*

Duration: 1-year, Renewable contract

About the Centre for the Study of Adolescence (CSA). CSA is a leading national Organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy, and capacity building to expand choices and improve access to safe, affordable, and sustainable health services. CSA works in partnership with governments, relevant institutions, professionals, and communities to support young people's right to exercise choices access health services and participate fully in activities that promote their health and general well-being.

The main purpose of the job to provide oversight, technical advisory services, capacity building and knowledge sharing, monitoring and progress control around sexual and exploitation, abuse and harassment and overall compliance with internal and external organizational policies and obligations.

Duties and Responsibilities:

- a) Develop/update and contribute to the monitoring and reporting of SEAH and compliance through established organizational mechanisms.
- b) Support objective, fair, thorough confidential and timely investigations into SEAH including child protection complaints received from the organization, partners, and beneficiaries.
- c) Contribute to the development of training materials and capacity building of staff, partners and targeted audiences on safeguarding and compliance.
- d) Contribute to reports and presentations and other appropriate recommendations to address gaps in knowledge, systems and procedures to strengthen prevention efforts for SEAH and enhance overall compliance with policies and contractual obligations.
- e) Ensure that corporate SEAH risk reduction measures such as regular and consistent screening of personnel are systematically conducted; contractual partners are assessed and supported for SEAH and compliance.
- f) Establish an environment that supports the safe reporting of SEAH concerns.
- g) Proactively engage programme, technical and administrative departments to ensure that they are assessing SEAH risk in all activities and integrating risk mitigation measures in implementation; and support the delivery of SEAH sessions, and training.
- h) Perform risk assessments to understand risk level, significance, and scope that relate to non-compliance.

- i) Observe and monitor all internal control issues and ensure that donor regulations are complied with in all grant's transactions and processes.
- j) Using a risk-based approach, evaluate internal controls and fund management processes to improve efficiency, mitigate risks and comply with internal policies and obligations.
- k) Identify and manage best practices in compliance relating to professional standards.
- l) Develop and coordinate appropriate compliance training and education programs for all employees and partner organizations; ensure and understand the company's commitment to comply with donor agreements, country laws and regulations, organization policies, and ethical requirements applicable.
- m) Develop robust and effective compliance controls within the organization by identifying training needs related to grants and compliance, internal controls, and develop and/or deliver training on internal controls, compliance, ethics, and anti-fraud measures.
- n) Perform various general administrative duties including working with project, fiancé and procurement officers to create a culture of compliance in day-to-day operations.
- o) Support the project officer during implementation to ensure the SEAH and compliance guidelines are incorporated during training.
- p) Investigate non-compliance issues and provide a comprehensive report.

Expected skills and qualifications.

- A university degree
- At least 3 years of experience applying rights-based approaches.
- at least three years of experience in accounting and finance operations
- Previous experience related to compliance.
- Knowledge of safeguarding/sexual exploitation and abuse principles and standards
- Strong research and analytical abilities including the development of culturally sensitive training and capacity-building programs, materials, and communications.
- Flexibility and adaptability as well as the ability to plan, take initiative and work independently and under pressure.
- Practical knowledge of financial systems, internal financial controls & procedures, and staff management skills
- Donor/Grant accounting experience within Consortiums and/or complex grants is preferred.
- Strong interpersonal and communication skills in a culturally diverse work environment
- High integrity and capacity to deal with sensitive data.
- Good understanding of power dynamics

How to apply

Please send your CV and a short letter of motivation to demonstrate how your experience matches the skills set out above to the Administrative Manager, csa@csakenya.org

The deadline for applications is 5 pm (EST) **Monday 24th February 2023.**

Only Shortlisted candidates will be contacted. CSA strives to support a gender-equal and all-inclusive work environment.