



ICAP

GLOBAL. HEALTH. ACTION.

Columbia University
Mailman School of Public Health

ICAP at Columbia University Job Description

Job Title:	Senior Compliance Analyst
Reports To (Title):	Director of Compliance
Location:	Centurion, South Africa
Date:	24April 2020

POSITION SUMMARY:

The Senior Compliance Analyst will work on ICAP-related projects under the direction of the Director of Compliance. The incumbent will be responsible for updating compliance review programs; planning and executing internal controls assessments and compliance review site visits to ICAP country offices; coordinating and executing monitoring activities; conducting and documenting interviews and process walkthroughs with staff and management; preparing reports and attending debriefing meetings with managers to communicate the results of the reviews; and collaborating with country offices to successfully implement agreed upon corrective actions.

MAJOR ACCOUNTABILITIES:

- Perform internal controls assessments and compliance review site visits to ICAP country offices.
- Support development and implementation of continuous monitoring activities;
- Analyze and report on monitoring results.
- Identify weak/problem areas, documents findings and provides appropriate recommendations.
- Develop improvement plans and collaborate with local country offices on the implementation of the proposed enhancements.
- Determine ICAP needs and scalable solutions to solve process limitations through process mapping and workflows, observation and analysis.
- Prepare reports of the assessments and reviews, discuss the findings and recommendations with the ICAP Country Offices teams, and provide ongoing support to them.
- Perform other duties as assigned.

EDUCATION:

- Bachelor’s Degree in auditing, accounting, business, public administration or related field
- Minimum seven years of audit experience, two of which should be at supervisory level
- Ability to assess and identify risks, sound understanding of internal control frameworks
- Effective problem solving and analytical skills as well as the ability to multitask

- Strong verbal and written communication skills
- Superb writing and interpersonal skills
- Must have the highest level of integrity and professionalism
- Ability to work as a member of a collaborative team and ability to liaise at all levels
- Broad computer skills required, including Word, Excel, and PowerPoint software

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:

- Professional certification – CIA, CFE
- Prior experience working in higher education, non-profit sector, or public health
- Experience working with international organizations, and/or U.S. Government funded projects is desirable
- Experience with data quality assessments and oversight

TRAVEL REQUIREMENTS:

- Ability to travel internationally up to 60% of the time (in total) is explicitly required.