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**Municipal Services  
Delivery Program**



## Sindh Municipal Services Delivery Program (MSDP)

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02

### Job Description of Assistant Director Compliance

**Issue Date:**  
Feb, 2017

<b>Job Title</b>	Assistant Director Compliance	<b>Department / Division</b>	Finance and Compliance
<b>Location</b>	PMU, Head Office, Karachi	<b>Grade</b>	Equivalent to 17
<b>Reporting to</b>	Director F&C	<b>Reporting Positions</b>	Subordinate Staff
<b>Terms of Service</b>	Contract		

### 1.0. Statement of Position

The Assistant Director Compliance has a critical role which must identify and clarify current internal compliance practices and controls within the Program. The position will work under the direct supervision of the Director Finance & Compliance and will assist to ensure proper management of compliance as per guidelines and procedures of the GoS/USAID. The AD Compliance establishes and implements an effective compliance program to prevent illegal, unethical, or improper conduct, which are against the Sindh MSDP's rules and procedures.

### 2.0. Duties and Responsibilities

The duties and responsibilities of the Assistant Director Compliance are as follow:

- 2.1. Assist Director Finance & Compliance in establishing comprehensive compliance practices and ensure implementation of an effective compliance system.
- 2.2. Identifying and highlighting critical risk areas within the Sindh MSDP's compliance regime which require immediate action to resolve.
- 2.3. To work with executive directors and senior management to improve their understanding of strategic and operational compliance and the business benefits it will bring.
- 2.4. Assist Director F&C to develop appropriate statutory and reporting formats and monitoring and evaluation plans for all section/ districts, in line with international best practices.
- 2.5. Develops, initiates, maintains, and revises policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical, or improper conducts.

- 2.6. In collaboration with AD Finance, develop an effective monitoring system and tools for all financial matters and other activities.
- 2.7. Provide controllership functions in order to ensure finances are managed according to program and donor's policies and procedures and generally accepted accounting procedures.
- 2.8. To coordinate and support the operations of Internal Audit.
- 2.9. To provide specific frontline compliance and audit monitoring of key projects and initiatives where other agency staff are insufficiently qualified or experienced.
- 2.10. Identifies potential areas of compliance vulnerability and risk, develops and implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
- 2.11. Establish and maintain internal controls to ensure compliance with financial policies of the Sindh MSDP and the donor agency.
- 2.12. Provide monthly management reports to the Director (F&C) and Directors, including expenditures by cost centre/ Program (budget vs. Actual), district reporting and other financial information, in a timely and accurate manners.
- 2.13. Demonstrate consistently correct decision making when judging the level of seriousness of compliance issues, the mitigating actions required and the management level to which is must be elevated.
- 2.14. Interpretation and application of the financial guidelines for the Sindh MSDP, including Government Accounting, the Financial Memorandum, Accounts Direction and other standards and guidance, throughout the tasks of the role.

### **3.0. Additional Job Functions**

The AD Compliance exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Director Finance & Compliance, and shall be responsible for prompt and proper implementation of his instructions.

### **4.0. Preferred Qualification and Experience**

- Masters Degree in Finance/ Accounting/ ACCA/ ACMA or at least 4 years article-ship with a reputable Chartered Accountants firm.
- Current understanding of all compliance responsibilities required by law, regulations and best practices.
- Minimum 5 years of experience in any reputable Organization.
- Maximum 40 years, however age may be relaxed in exceptional/ experienced cases.

### **5.0. Knowledge and Skills**

- Ability to influence, train and mentor staff to achieve objectives.
- Ability to convey complex concepts through simplified approaches, tools and transfer knowledge to management.
- Excellent report writing skills: oral and written fluency in English essential.
- Understanding of coding and reimbursement systems, risk management, and performance improvement helpful.
- Expert level skills with Excel, Access and PowerPoint.

## 6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	<b>Name</b>	<b>Designation</b>	<b>Signature with date</b>
<b>Issued By</b>			
<b>Reviewed by</b>			
<b>Approved By</b>			