



# Internal Control Referent W/M

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization created in 1971 that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF is one of the largest independent medical humanitarian organizations in the world, with projects located in 65 countries worldwide. Its work is based on the humanitarian principles of medical ethics; the goal of MSF is to provide emergency care and to offer assistance to people based only on need and irrespective of race, religion, gender or political affiliation. The French section is present in around thirty countries.

In the context of a replacement, we are looking for a:

## Internal Control Referent W/M

### Mission

**By delegation from the Operations Department**, the Internal Control Referent contributes to the definition and dissemination of Internal Control issues and progress within operational missions. He/she is responsible for monitoring compliance with the procedures defined by headquarters, the proper implementation of business processes and controls as well as the identification of risks (financial, legal, human resources, ethics) which impact our operations.

He/she is responsible for the application of good practices in internal control and fraud management. He/she is also responsible for monitoring their performance and effectiveness in OCP missions. Its role also covers the promotion and implementation of actions and good practices aimed at improving the performance and efficiency of OCP's operational missions. The Internal Control Representative is closely linked to the various departments at headquarters and is a member of the Safeguarding Task Force coordinated by MSF general management. He/she is the line manager of MIO Support Internal Control, whose responsibilities and monitoring of objectives he defines. The Internal Control Representative contributes to the definition and dissemination of Internal Control issues and progress within operational missions.

### Main responsibilities:

**Under the hierarchical responsibility of the head of the Operational Finance department** and in close collaboration with the Operations Department.

### Build the internal control policy, monitor its implementation and evaluation:

- Maps business processes, identifies gaps, improvements to be made, and associated risks in close collaboration with technical departments.
- Coordinates the improvements to be made (tools and basics), and the associated risks in close collaboration with the technical departments.
- and implements a simple and sustainable system for monitoring controls and malfunctions through a preventive approach and through the implementation of risk prevention committees across all operational missions.
- Defines and formalizes the awareness, communication, support and monitoring strategy for internal control.
- Support cells, missions and fields in the identification and monitoring of their specific risks.

### Consolidate and analyze the results of the internal control assessment with the support of operational units and technical departments:

- Produces a summary of the state of control over the entire operational portfolio (analysis of the Coordination Action Plan, action plan).
- Identifies weaknesses and highlights associated operational risks as well as recurrences on our projects with the aim of alerting the cells and technical departments to improve our practices.
- Coordinates department/mission/cell corrective actions and ensures that they are implemented.
- Ensures the consolidation of results, lessons learned and communicates them to appropriate platforms at headquarters or in the field

### Assist Operational teams and support departments in the implementation/adaptation (proactive and reactive) of internal control of operational missions:

- Defines and proposes a field support strategy, in close collaboration with operational units, based on the specificities

and risks identified.

- Support for the implementation (remote or on-site) of internal control.
- Supervises the Mobile Implementation Officer in charge of the deployment of Risk Prevention Committees in the field: definition of the deployment and visit program, support for the use of tools, assistance with problem resolution, validation of visit reports.
- Trains the various MSF teams (support, cells, field) in understanding internal control issues (training, briefing, visits, etc.).
- Participates in the improvement of business tools and checklists in close collaboration with other departments (FIN, HR, Supply, OPS, LOG, MED) in development, definition of needs and operational management.
- Participates via the OCP Safeguarding Task Force in the necessary transversality between the different risk reduction units (implementation of transversal framework documents and interactions of practices).
- Ensures capitalization of internal control initiatives to share with departments what is working or not and to improve tools and procedures.

#### **Organize the collection of fraud cases:**

- Participates in the definition of the anti-corruption policy, adapts the guidelines as well as the creation of new framework documents.
- In close collaboration with financial managers, he supports and facilitates the implementation of the guideline and the anti-corruption process.
- Implements a simple system for collecting fraud cases (even those processed locally).
- Capitalizes on the different types of fraud, their reasons for occurrence as well as their impacts.
- Organizes awareness and briefing sessions (documentation, presentation, webinar).
- Leads and supervises the fraud management select committees between missions, cell and technical department.
- Defines the fraud investigation strategy to support missions: possible definition of a pool of investigators and training and support needs.

#### **Participate in the development of internal control tools and the Internal Control Toolbox with the various departments concerned:**

- Ensures that field and headquarters staff have access to the information and technical knowledge necessary to carry out their responsibilities and tasks.
- Contributes to the development, implementation, maintenance and dissemination of tools: writing of procedures, manuals, toolboxes, technical sheets, etc.
- Works jointly with business teams on cross-functional training, tools, controls and common methods.

#### **Professional skills**

##### **Education:**

University degree or equivalent (Bac+2 mini) in audit, management, international relations or project management

##### **Experience:**

- Professional experience in a similar position within MSF or another NGO
- Experience as a Financial and Human Resources Coordinator as part of a mission with MSF or another NGO
- Experience as a Project Coordinator or Head of Mission as part of a mission with MSF or another NGO

##### **Skills:**

- Strong analytical and synthesis skills
- Proven coordination and team leadership skills
- Rigor and organization
- Excellent written communication skills
- Good knowledge of Microsoft Office and in particular Excel

**Languages:** Fluent in English (B2) and French (C1)

##### **Required qualities**

- Interest for training
- Autonomy, rigor
- Active listening and flexibility
- Ability to influence and persuade
- Ability to establish and maintain positive working relationships
- Sense of diplomacy and pedagogy
- Commitment to MSF values and interest in the organization's activities

**Specifics of the position**

Full-time permanent contract. Position mainly based at the headquarters in Paris with possibilities for flexible working hours. Travel to MSF projects.

**Expected starting date** : 01/02/2025

*Our wish is to promote inclusion and diversity. We also wish to improve the representation of people with disabilities in our workforce.*

**Type of Contract** : Open-ended contract

**Salary (€)** : 49,7 K€ brut annuel sur 13 mois

**Benefits**

- 11€ Luncheon voucher, 60% care of MSF
- 100% Mutual health insurance
- 50% public transportation expenses
- 22 days RWD per year

**Deadline for submitting applications** : 27/12/2024

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**Médecins Sans Frontières - France**