

Job Description:

Donor Compliance Advisor

General role information	
Job Title:	Donor Compliance Advisor
Reporting to:	Senior Donor Compliance Advisor
Career Level:	8
Salary Band:	15
Notice period:	1 month
Budget Responsibility?	No
Direct Reports?	No
About MSI	
<p>At Marie Stopes International we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p>	
The department/team	
<p>The objective of the Legal and Donor Compliance (LDC) team is to develop effective MSI policies and processes and provide quality advice to the organisation, so that decisions are transparent and well-informed, and decision-makers are accountable.</p> <p>Within the LDC team, the Donor Compliance unit works towards facilitating an effective and efficient management of MSI's donor funding and reducing related organisational risks.</p> <p>The Donor Compliance unit achieves this objective through (a) supporting funding management, so that contractual commitments made to donors or received from partners are feasible, related risks are known and mitigated, and such commitments are upheld by MSI; (b) facilitating improved and up-to-date understanding of donors' regulations and expectations; (c) creating and disseminating organisational processes and tools embedding donors' requirements and minimum standards in project management practices; (d) providing accurate and real-time data to the organisation in regards to MSI's donor funding. The Donor Compliance unit is currently comprised of four members, each responsible for specific organisational systems and covering a portfolio of different donors.</p>	
The role	
<p>The Donor Compliance Adviser ensures that:</p> <ul style="list-style-type: none">MSI does not enter into commitments with donors or partners that cannot be fulfilled by the organisation or are not in accordance with MSI's internal policies or do not uphold the organisation's	

Job Description:

Donor Compliance Advisor

best interest. In doing this s/he will oversee the review of all contractual commitments working with the Legal unit and other teams as needed.

- Commitments made to donors are understood by MSI, so that projects and programmes are implemented in accordance to the donors' regulations and expectations.
- Quality advice is provided to departments across MSI (e.g. international operations, country programmes, donor leads, programme design and development) in matters related to donors' regulations, sound funding management, and organisational applicability of donors' requirements and expectations.
- Systems are set up (i.e. policies, procedures, workflows, tools etc.) that facilitate organisational quality control and meeting donors' requirements, and to gain time efficiencies.
- Strong collaboration and collective learning take place across MSI in regional support teams, donor teams, finance teams and the programme design and development team.

Key Responsibilities

Quality Assurance on Funding Management and Donor Compliance (50%) *

- Prepare or support preparation, review and approve any document related to cash contributions and in-kind donations committed by donors to MSI, or by MSI to other organisations throughout the funding cycle, including agreement related to proposal development, initial funding documents, related sub-awards, amendments and any other funding related documents.
- Identify and advise on matters of concern and risk that can affect meeting commitments made to the donor and recommend alternative approaches to overcome negative impact.
- Effectively manage the donor portfolio assigned to her/him, ensuring that all funding-related documentation is timely produced, reviewed and approved and it is easily available; identifying possible contractual issues during implementation; providing up-to-date and accurate information and data on funding under her/his responsibility etc.
- Provide advice and highlight key donor's requirements to the Programme Design and Development team during the proposal pre-submission phase, by analysing call for proposal documentation, interpreting general regulations and possible award provisions, clarifying compliance issues etc.

Donor Compliance Expertise (20%)

- Strengthen organisational knowledge on donors' regulations and requirements, as per assigned portfolio, in close coordination with relevant donor teams within MSI. This includes, among other tasks:
 - keeping up-to-date information on new regulations and understanding the wider context of donors' regulations,
 - disseminating key compliance issues across the organisation,
 - facilitating the adaptation of MSI global tools (templates, procedures etc.) to the requirements and expectations of MSI's donors
- In consultation with the line manager, produce the organisational response to donors' requirements that can be addressed in different ways, identifying (together with donor leads when relevant) areas of improvement in organisational policies processes, tools etc.
- Be the focal point within MSI for all aspect of donor compliance related to the donor under his/her portfolio, in close coordination with the relevant donor team, ensuring that funding management standards are understood and applied consistently by MSI.

Development of Organisational Policies and Procedures (10%)

- Support the creation or improvement of policies, procedures and tools for the effective management of donor funding and the integration of donors' requirement into project management, throughout the project cycle and across the different project functions (donor compliance in the field, financial management, procurement and logistics etc.).
- Monitor and oversight to ensure that MSI policies and processes related to funding management are followed and applied across the organisation.
- Provide inputs, as required, on the production and dissemination of materials related to donor compliance best practice, MSI's procedures and tools, donor regulations etc. aimed at strengthening organisational knowledge and professional competence around funding management and donor compliance.

Information Management and Analysis (20%)

All MSI job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI's recruitment process, please do so via email to recruitment@mariestopes.org.

Job Description:

Donor Compliance Advisor

- Set up entries in MSI Grants Database with relevant contractual data for the donor portfolio under her/his responsibility.
- Oversight of the accuracy and completeness of data populated by other teams in MSI Grants Database, coordinating with relevant stakeholders to ensure that relevant data is up-to-date, reliable and available.

*** NB: the % weighting for each area of responsibility is an estimate and may vary based on factors such as: donor portfolio, organisational needs, individual and team OGSMs.**

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: