

## JOB DESCRIPTION

### ACTION ON POVERTY Program and Compliance Officer

Key Position Information	
<b>Job title</b>	Program Compliance Officer
<b>Reports to</b>	Head of Program Operations
<b>Location</b>	Hanoi, Vietnam
<b>Salary package</b>	TBD (salary packaging available)
<b>Hours</b>	Full Time
<b>Duration</b>	Permanent
<b>Review</b>	Subject to the performance review of agreed-upon indicators
<b>Purpose</b>	The Program Compliance Officer is a key role within AOP, designed to ensure adherence to compliance standards, enhance partner capacity, and support the organisation in maintaining compliance with DFAT's Australian NGO accreditation, the ACFID Code of Conduct, and other Green Finance donors. This position integrates capacity-building initiatives with compliance activities, strengthening AOP's partnerships, operational integrity, and accountability.
<b>Key relationships</b>	Program Effectiveness Team
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Graduate qualification in international development, business administration, or a related field.</li> <li>• Minimum of 5 years of experience in compliance and risk management, capacity building, and project management within an international development context. Experience in collaborating and working with climate/innovation startups and businesses is an advantage.</li> <li>• Demonstrable knowledge of international development issues, DFAT policies, the Australian NGO context, Green Finance donors, and climate/innovative businesses in the Vietnamese context.</li> <li>• Proficient in using Microsoft products and other information management and IT communications platforms. The ability to use AIs in the development sector is an advantage.</li> <li>• Strong understanding of regulatory frameworks, donor compliance requirements, and financial management principles.</li> <li>• Excellent communication and interpersonal abilities, with experience in training and mentoring.</li> <li>• High attention to detail and ability to manage complex documentation requirements.</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• The highest levels of integrity.</li> <li>• Be a team player.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have passion and enthusiasm for the work we do in the sector.</li> <li>• Critical Thinking &amp; Problem-Solving</li> <li>• Adaptability &amp; Resilience.</li> <li>• Be collaborative yet able to work effectively independently.</li> </ul>
<b>Travel</b>	The ability to travel is a requirement of this role. International and domestic travel may be required.
<b>Policy &amp; Conduct</b>	All employees of Action on Poverty make a personal commitment to the organisation's mission and values and indicate this by signing Action on Poverty's Staff Code of Conduct. Personal and professional conduct is expected to be consistent with all expectations set out in Action on Poverty's policies and Employee Manual.

<b>About Action on Poverty</b>	
<b>About us</b>	<p>Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968 and incorporated in the state of NSW in 1983. AOP supports Programs in Africa, the South Pacific, Southeast Asia and South Asia. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local NGOs Civil Society groups in developing countries so that they can better meet their aspirations.</p> <p>AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management to be in place.</p> <p><b>AOP's Strategic Plan for 2024-29 outlines three strategic objectives:</b></p> <p><i>1. Sustainable impacts on poverty reduction</i></p> <p><i>AOP initiatives have positive and measurable impacts in communities, reflective of their priorities.</i></p> <p><i>2. Recognised leader in reducing poverty in innovative ways</i></p> <p><i>Key stakeholders recognise AOP's reputation for co-designing scalable community development initiatives.</i></p> <p><i>3. Operational excellence</i></p> <p><i>AOP's operating model reflects best practice financial management, program management and governance frameworks.</i></p> <p>Our work is funded by contributions made by the Australian public and from the Department of Foreign Affairs and Trade</p>

	(DFAT) through the Australian NGO Corporation Program (ANCP) and other Green Finance donors.
<b>Our vision</b>	All people thriving in a world without poverty.
<b>Our mission</b>	To be the catalyst that mobilises and collaborates with changemakers globally to create environments free from poverty in which communities flourish. We partner with changemakers in local communities around the world to convert new or innovative ideas into scalable, evidence based and cost-effective solutions that address the root causes of poverty. Our support and solutions are tailored to meet community needs and priorities.

<b>Principal Accountabilities</b>	
<b>Compliance Oversight &amp; Risk Management</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with DFAT's Australian NGO accreditation requirements by leading or supporting relevant audits, assessments, and reporting processes.</li> <li>• Maintain up-to-date knowledge of DFAT's and other donors' standards and guidelines, advising AOP teams and partners on compliance expectations.</li> <li>• Collaborate with the Senior Management Team to review and update AOP's policies and procedures, ensuring they reflect DFAT and other donors' requirements.</li> <li>• Ensure all programs comply with donor regulations, legal requirements, and internal policies.</li> <li>• Coordinate policy dissemination and compliance training for AOP staff and partners, with a focus on areas such as safeguarding, counter-terrorism financing, gender equity, disability inclusion, and environmental sustainability.</li> <li>• Develop and update AOP's compliance tracking systems, maintaining accurate records of partner compliance, risks, and mitigation actions.</li> </ul>
<b>Strategic Compliance &amp; Capacity Building</b>	<ul style="list-style-type: none"> <li>• Ensure compliance and capacity-building priorities are integrated into AOP's strategic planning and DFAT accreditation requirements.</li> <li>• Conduct Capacity Risk Assessments (CRAs) and co-design development plans to strengthen partner governance, financial accountability, and safeguarding.</li> <li>• Coordinate training programs with Program Managers to enhance partner capabilities in risk management, program oversight, and compliance.</li> <li>• Develop and distribute training materials, toolkits, and guidelines tailored to partner needs.</li> <li>• Facilitate peer learning, including workshops, exchanges, and mentoring programs.</li> <li>• Monitor and evaluate capacity-building initiatives, using feedback for continuous improvement.</li> <li>• Support compliance-related logistics and internal communications.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Support AOP's efforts to prepare for the accreditation, coordinating documentation, evidence collation, and policy alignment.</li> <li>• Conduct internal reviews to assess gaps in compliance and work with relevant teams to address findings.</li> <li>• Maintain a compliance register to track accreditation milestones, reporting deadlines, and policy review schedules.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain an updated database of policy statuses and ensure compliance with AOP guidelines.</li> </ul>
<b>Contract &amp; Grant Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure all grants and contracts are executed in accordance with donor requirements and organisational policies.</li> <li>• Review funding agreements and provide compliance guidance to ensure adherence to regulatory and contractual obligations.</li> <li>• Monitor partner performance and compliance, addressing any concerns transparently and collaboratively to maintain accountability and program integrity.</li> </ul>
<b>Monitoring, Evaluation, and Learning (MEL)</b>	<ul style="list-style-type: none"> <li>• Support the development and implementation of robust MEL frameworks to track capacity-building outcomes and compliance progress.</li> <li>• Update and maintain Project databases as required.</li> <li>• Coordinate with the Program Team to monitor and track the delivery of capacity-building activities, ensuring alignment with project timelines and objectives.</li> <li>• Input CRA results and complete partner surveys in the SOPACT system, maintaining accurate and up-to-date records for monitoring and reporting purposes.</li> <li>• Facilitate the sharing of lessons learned and best practices across AOP programs and partnerships to promote continuous improvement.</li> </ul>

## HOW TO APPLY

Interested candidates are invited to submit their CV and cover letter in English with the subject line of **“Program and Compliance Officer Application – Your name”** to [recruitment@actiononpoverty.org](mailto:recruitment@actiononpoverty.org) by/before 24 June 2025. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP is an equal-opportunity employer and a child-safe organisation, AOP does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers, and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.