

Job Framework:

JOB TITLE



General role information	
Job Title:	Compliance Assistant
Reporting to:	Global Policy Engagement Manager
Salary Band:	BG5
Notice period:	One month
Career Band:	
Budget Responsibility?	No
Direct Reports?	No
Client/ Programme facing role?	Yes
Introduction:	
<p>MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.</p> <p>Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centered care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.</p> <p>We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.</p>	
The role	
<p>The role is appropriate for someone from a compliance or administrative background with strong data and computer skills. It would suit a recent graduate or someone with experience of vetting and compliance checks. The Compliance Assistant supports implementation of the Due Diligence Policy on partners and employees.</p> <p>This will principally involve carrying out database related compliance checks on global and local suppliers and employees to ensure thorough and effective vetting and escalating of any concerns. It will also involve supporting on vetting check requests from other teams on banks, donors and others. Where required, the Compliance Assistant will assist with administrative matters and supporting implementation of other compliance policies.</p>	

All MSI Reproductive Choices job framework is 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 Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

Key Responsibilities

Policies, this role is responsible for supporting policy compliance on:

- Due diligence

Supporting the following:

Vetting Checks

- Support MSI business partners suppliers, partners (sub-awardees) and employees on their database compliance checks on
- Liaise with teams at support office as well as in country programmes and regional offices and ensure prompt and thorough response to their requests for compliance checks
- Assess and escalate any concerns in accordance with the related policy and any adverse compliance checks
- Monitor and report on the progress of compliance checks
- Provide advice to all areas of MSI and assessing whether MSI should work with donors, business partners and others or hire employees based on risks identified during due diligence.
- Keep the database updated through regular checks with country programmes, regional and global offices
- Analyse, clean and escalate the alerts and flags on a monthly basis.
- Manage the Due Diligence supplier relationship to ensure the contract parameters are met

Monitoring and Reporting

- Support the implementation and/or assurance and monitoring mechanisms of the Global Support office and country programmes, ensuring that reporting is happening, data is fulsome and accurate, and matters are being recorded and escalated
- Collate data required for reporting including to the Executive and the Board
- Working with regional operations teams, support Country programmes monitoring and implementing processes

Key Skills

To perform this role, it is essential that you have the following skills:

- Excellent computer skills – must be highly proficient at Word, Outlook, Excel and Powerpoint
- Excellent organisational skills and attention to details
- Excellent verbal and communication skills
- Ability to prioritise tasks
- Excellent oral and written communication skills
- Strong analytical and problem solving skills

Key Experience

To perform this role, it is essential that you have the following experience:

- Working in an administrative setting
- Reporting writing, presenting data and making recommendation to management
- Delivering training either online or face to face.

- Managing and coordinating input from multi-stakeholders
- Drafting, managing or implementing internal company policies
- Experience working with excel and analysing big data

Formal Education/qualification

- Bachelor's degree (Second class division or higher)
- Proficient in navigating and working with systems processing big data
- Two years working experience preferably in an administrative or compliance background

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we're looking for an individual who is:

- Strong interpersonal skills and client focus, coupled with cultural sensitivity and awareness
- Resilient, flexible and thrives in fast-paced, dynamic environments'
- Ability to prioritise tasks rapidly and effectively
- High levels of integrity and a strong ethical sense

Our Values

Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

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

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Full Name:	
Signature:	
Date:	

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