



Date: November 15<sup>th</sup>, 2023

## **Tender: Compliance Officer for the Arava Institute**

### **The Arava Institute for Environmental Studies (AIES)**

Over the past 26 years, the Arava Institute for Environmental Studies has demonstrated that cooperation on environmental issues that impact all the people of the region is an effective path to building cooperation among communities that have been locked in conflict for generations. Since 1996, AIES has brought together nearly 1,800 Palestinian, Jordanian, Israeli, and international students. AIES educates future leaders who can meet the Middle East's environmental challenges with innovative peace-building solutions and ensure a sustainable future for the region. With on-the-ground projects, cutting-edge research, and a university-accredited academic program, AIES works to protect fragile shared environmental resources, eliminate conflict over these scarce natural resources, and serve as a model for constructive peacemaking for wider areas of conflict.

**Job Description:** This part-time position will provide proper compliance for the implementation of USAID Awards, EU Awards, and other grants for the Center for Applied Environmental Diplomacy and other departments of the Arava Institute for Environmental Studies (Israel).

**Position Overview:** The Compliance Officer is responsible for ensuring that all activities related to USAID grants, EU grants, or other grants are conducted in compliance with the funding agency's regulations, policies, and procedures. This role requires an experienced professional with a deep understanding of USAID and EU grant compliance, financial regulations, and international development.

### **Key Responsibilities:**

1. **Grant Compliance:** Ensure that all activities funded by USAID, EU, and other funders comply with the specific terms and conditions outlined in the grant agreements.
2. **Regulatory Adherence:** Stay up to date with all funding agency regulations, policies, and guidelines and ensure that the organization remains in full compliance with them.
3. **Risk Assessment:** Identify potential compliance risks, assess their impact on the grant, and develop strategies to mitigate these risks.
4. **Documentation:** Ensure the maintenance of accurate and complete records of grant-related transactions and activities, ensuring that all documentation meets the funder's standards.

5. **Training and Capacity Building:** Train project staff and partners on grant compliance requirements and provide ongoing support to ensure their adherence to these regulations.
6. **Audits and Inspections:** Prepare for and support both internal and external audits and inspections, ensuring that findings are addressed and resolved in a timely manner.
7. **Review Reports:** Review reports prepared by the relevant departments in the Institute to ensure that they are in line with funder guidelines and demonstrate compliance, as required by the grant agreement.
8. **Vetting:** Facilitate vetting of all organizations and/or individuals where appropriate according to the grant agreement.
9. **Grant Amendments:** Assist in the preparation of grant amendments and modifications as needed.

**Qualifications:**

- Bachelor's degree in a relevant field (e.g., finance, business administration, international development).
- Fluency in English required, Hebrew and/or Arabic fluency an advantage.
- Experience in USAID and/or EU grant compliance or a similar role.
- In-depth knowledge of USAID and EU regulations and compliance requirements.
- Strong financial management and budgeting skills.
- Exceptional attention to detail and the ability to maintain accurate records.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team.
- Presence in the AIES offices – as necessary to fulfill the position.

**Advantage:**

- Familiarity with the Middle East Partnership for Peace Act and related initiatives.
- Relevant certifications or training in compliance and auditing.
- Experience with CRM systems.

**Position:** Half-time (50%) for 2 years with possibility to extend.

**Commencement of position:** December 2023.

**How to Apply:**

Interested candidates are invited to submit their resume and a cover letter to Tali Adini [hr@arava.org](mailto:hr@arava.org) by November 30, 2023. In your cover letter, please highlight your relevant experience and explain why you are the best fit for this position.

The Arava Institute for Environmental Studies is an equal-opportunity employer. We welcome applications from candidates of all backgrounds and experiences.