

General role information	
Job Title:	Donor Compliance Advisor
Reporting to:	Senior Donor Compliance Manager
Salary Band:	15
Notice period:	2 months
Career Band:	7
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No
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 Donor Compliance Advisor will work in the Donor Compliance unit of the Legal, Safeguarding and Donor Compliance (LSDC) team. They will ensure that:</p> <ul style="list-style-type: none">MSI does not enter 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 best interest. In doing this they will oversee the review of all donors' contractual commitments working with other units of the LSDC team as well as other MSI teams as needed.Commitments made to donors are understood by MSI, so that projects and programmes are implemented in accordance with donors' regulations and expectations.Quality advice is provided to other teams across MSI on matters related to donors' regulations, sound funding management, and organisational applicability of donors' requirements and expectations.Systems (including policies, procedures, tools, etc.) are set up to facilitate compliance with donors' requirements and to ensure organisational quality in line with the standards required in the sector.	

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

Job Framework:

Donor Compliance Advisor



- Strong collaboration and collective learning on donor compliance take place across MSI.

Key Responsibilities

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

- Coordinate the response due diligence assessments on MSI carried as required by the donors in their portfolio.
- Review all new donor funding agreements as well as to existing ones, coordinating the internal approval processes leading to signature. This will include advice on the terms of negotiations, as required by the circumstances and in line with MSI's standards.
- Following signature of the prime agreement with the donor, draft internal funding awards (between MSI and Country Programmes).
- Coordinate the due diligence assessment on external partners (sub-awardees) within their portfolio in line with MSI's external partner's due diligence framework.
- On completion of the due diligence assessment, draft sub-agreements with external partners, in close coordination with the other relevant MSI teams.
- 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 relevant MSI teams 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,
 - contributing to the review of MSI global policies and procedures to align them with the requirements and expectations of MSI's donors
- Be the focal point for all contractual aspects of donor compliance related to the donor under their portfolio 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' requirements into project management, throughout the project cycle and across the different project functions.
- Monitor and support the application of MSI global policies and processes related to donor funding.
- Provide inputs, as required, on the production and dissemination of internal and/or external materials related to donor compliance best practice, aimed at strengthening organisational and/or partners' knowledge and capacity around funding management and donor compliance.

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Information Management and Analysis (20%)

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

** 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.*

Key Skills

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

- Organisational skills, able to manage a large and diverse portfolio, with competing priorities within the funding portfolio, team objectives and demands from internal clients
- Negotiation skills, with sound judgement in identifying essential elements and risk areas that can affect project delivery and compliance with donor requirements
- Capacity to use Microsoft Office, particularly Word and Excel. Open to learn and use new software and tools, as required.
- Strong writing skills, with capacity to explain technical elements with plain language and adapting the style depending on the audience
- Analytical skills, particularly in the context of funding agreements review

Key Experience

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

- Review – in any capacity or role - of contractual commitments and documentation related to funding management in one or more areas of the project cycle, aimed at identifying key factors affecting implementation and capacity to deliver against those commitment
- Work – in any capacity or role – on projects funded by at least one of MSI's key donors (FCDO, GAC, EuropeAid, Scandinavian donors and Netherlands MoFA, CIFF, DFAT, UN agencies, KfW or Bill and Melinda Gates Foundation,) or donors with equivalent levels of contractual complexity or compliance requirements (e.g. AfD, GIZ, World Bank, Global Challenges Canada)
- At least one of the following areas:
 - (a) working overseas in project management with an international organisation in the development or humanitarian sector; and/or
 - (b) working overseas or at HQ level on the financial aspects of development projects and related donor requirements; and/or
 - (c) working with the legal aspects of contract management, from legal, commercial or INGO practice.

Desirable experience:

- Remote or in-country support to programme implementation teams
- Evidence of ability to coordinate and gather key information for complex tasks
- Evidence of capacity to manage cross-organisational projects, generate interest and facilitate consensus among multiple stakeholders

Formal Education/qualification

Essential

- Bachelor degree or equivalent in relevant field

Desirable

- Master degree in relevant field
- Training in law or accounting
- Training in project cycle management, donor fundraising, donor specific rules and regulations or other areas related to funding management in the context of development and humanitarian work by international organisations
- Working knowledge of French is highly desirable

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:

- Detail oriented
- Proactive in identifying and addressing issues at an early stage. Problem-solving attitude
- Able to manage a large and varied workload, work under pressure and meet deadlines
- Very good at communicating in written form
- Able to explain complex donors' rules / requirements to multiple and varied audiences
- Self-motivated, flexible and adaptable to the needs of the position and the organisation
- Patient and persistent
- Open to consider different views and find appropriate and practical solutions

Our Values

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

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Job Framework:

Donor Compliance Advisor



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.

Full Name:	
Signature:	
Date:	