



## **Vacancy Announcement**

**Position Title:** Chief Ethics and Compliance Officer  
**Reports To:** President  
**Location:** Kabul, Afghanistan

### **AUAF Background:**

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2018 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

### **About the Chief Ethics and Compliance Officer Position:**

The Chief Ethics and Compliance Officer will focus on internal compliance of AUAF policies/procedures as well as lead the ethics program. This position will collaborate extensively with the Program Manager (USAID Cooperative Agreement), whose focus is on overall compliance with subject Cooperative Agreement, and the Internal Auditor. This position will report directly to the President of the university, with authorization to communicate directly to the Chair of the Audit, Compliance and Risk Management Committee of the Board of Trustees when circumstances warrant.

### **Position Summary:**

The incumbent will focus on the following areas:

1. Insure that university management complies with all internal AUAF policies and procedures.
2. Serve as the focal point for all ethics matters.
3. Participate in the meetings of the Audit, Compliance, and Risk Management Committee of the Board of Trustees.
4. Work closely with the USAID Program Manager and Internal Auditor on compliance and ethics issues.
5. Communicate regularly with the Office of the Inspector General at the USAID Mission in Kabul.

### **Major Duties and Responsibilities:**

Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. Manages day-to-day operation of the Program.



Develops and periodically reviews and updates the university's Code of Conduct and other relevant policies, to ensure continuing currency and relevance in providing guidance to management and employees.

Collaborates with other departments (e.g., Risk Management, Internal Audit, Student Affairs, etc.) to direct compliance issues to the appropriate existing channels for investigation and resolution.

Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.

Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.

Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.

Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.

Provides reports on a regular basis, and as directed or requested, to keep the Board of Trustee's Audit, Compliance, and Risk Management Committee and senior management informed of the operation and progress of internal compliance efforts.

Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.

Establishes and provides direction and management of the Fraud and Ethics Hotline.

Institutes and maintains an effective compliance communication program for the organization, including promoting (a) use of the Fraud and Ethics Hotline; (b) heightened awareness of Standards of Conduct, and (c) understanding of new and existing compliance issues and related policies and procedures.

Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers.

Monitors the performance of the Compliance Program and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.

Participates on the "Sexual Misconduct Committee" and become the focal point for identification, investigation, and resolution of all misconduct matters.



**Required Skills:**

- Demonstrated experience in working on U. S. government-funded projects and grants.
- High-level of interpersonal skills to cultivate and maintain relationships with key donor agencies.
- Excellent command of the English language--written and spoken.
- Knowledge of federal government accounting and procurement practices.
- Personal and professional integrity and ability to earn and keep respect of peers and colleagues.
- Initiative, dependability and adaptability, and ability to follow instructions and maintain attention to detail even under tight deadlines.

**Qualifications:**

- Master's degree, with a JD preferable.
- A minimum of 10 years of work experience.

**Salary and Benefits:**

Salary and benefits are competitive.

**Although not required, the following experience will be viewed favorably:**

- International experience.

This position is located in Kabul, Afghanistan and will require that the successful candidate conform to AUAF's security requirements. The successful candidate could start as early as *February*, but the start date is flexible, depending on the constraints of the candidate.

**Submission Guideline:**

To apply, please send a cover letter, curriculum vitae, and contact information for three references to [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af). Please include "**Chief Ethics and Compliance Officer**" in the subject line of the email.

**Application Deadline:** The search committee will begin the review of candidates on March 31, 2019.