Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ECAMENA
Category:	IP (International Professionals)	Country:	Turkey
Reason for Classification:	Establishment of a new post	Duty Station:	Istanbul
Level:	P-4	Office:	ECAMENA Regional Office
Title:	Risk and Compliance Manager	Section:	
Title Information in Parenthesis:		Unit:	
CCOG Code:	1A12	Case Number:	MEC27042
UNICEF Code:	OPE	Post Number:	136965
Classified by:	Natalia Paquin	Classified Date:	4/30/2026

Organizational Context:

UNICEF is mandated by the United Nations General Assembly to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in more than 190 countries and territories, focusing special effort on reaching the most vulnerable and excluded children. The UNICEF Strategic Plan, 2026–2029 is anchored in the organization's mission to advance the realization of children's rights and aims to accelerate progress for children and advance the full realization of their rights.

Regional Context:
The ECAMENA Regional Office leverages expertise and scale across a diverse and rapidly evolving region that is playing an increasingly important role in shaping global agendas on the realization of child rights, human capital, migration, climate, equity, and digital transformation. It supports the achievement of UNICEF's Strategic Plan results in the context of rising needs and constrained resources. The region encompasses all country typologies, including high-income, middle-income, and low-income contexts, as well as fragile and conflict-affected settings, each with distinct development trajectories and policy drivers. This requires differentiated approaches, agile business models, strategic partnerships, and strengthened risk management. The region is further shaped by ongoing challenges such as conflict, migration, economic volatility, and varying degrees of political openness and reform. At the same time, countries across the region are connected by shared challenges and opportunities, including investment in the early years, addressing learning gaps and equipping adolescents and young people with 21st-century skills, the need for resilient national systems, and the imperative to strengthen child rights governance.

In this context, the ECAMENA Regional Office acts in line with the organization's value proposition for Regional Offices through: (i) strategic leadership and governance; (ii) regional and political representation and engagement; (iii) programme oversight, knowledge, and foresight; (iv) digital transformation and innovation; (v) people-centered management; (vi) financial and risk management; (vii) supply and logistics; (viii) emergency preparedness and response; (ix) communication and strategic advocacy; and (x) partnerships and financing.

Functional Context:

Within the ECAMENA Regional Office, the Risk Management function contributes to strengthened management effectiveness and efficiency by equipping Country Offices across the region with sustainable, integrated, and risk-informed systems that support delivery of results for children in complex and fast-changing contexts. The function serves as a core mechanism for protecting UNICEF's ability to deliver results across a highly diverse region marked by elevated fiduciary, safeguarding, delivery, reputational, and operational risks. The function supports a broad regional portfolio across Country Offices and outposts and brings together key areas of programme and operations risk management, including enterprise risk management, implementing partnership management, HACT Framework implementation and financial assurance, safeguarding and PSEA-related risk, environmental and social safeguards (ESS), compliance, internal control, audit follow-up, anti-fraud, performance monitoring, and broader assurance and governance support. In this context, the Regional Office is expected to strengthen the quality, consistency, and timeliness of risk identification, analysis, mitigation, escalation, and assurance across the region, while supporting Country Offices and regional management to take informed decisions in diverse development, humanitarian, transitional, and fragile settings.

Purpose of the Job:

Under the supervision of the Chief Risk Management (P-5), the Risk and Compliance Manager (P-4) leads the regional risk and compliance stream across the ECAMENA region. The post provides managerial and technical leadership on enterprise risk management, internal control, compliance oversight, peer reviews, audit follow-up, and related regional assurance processes, while supporting Country Offices and regional management to strengthen risk-informed governance and decision-making across a highly diverse operating environment. The post supports the Chief Risk Management in ensuring that key management, operational, and programmatic risks are systematically identified, monitored, escalated, and addressed through practical and proportionate risk management approaches. The role includes oversight of quarterly and periodic risk analysis, support to high-risk and transitioning contexts, technical engagement on internal control and compliance issues, and direct supervision of the Programme Officer reporting to the stream in a cross-location arrangement. It also helps ensure that risk management practices are embedded in broader programme and operations processes and that Country Offices receive coherent, timely, and context-responsive support across the region.

Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Enterprise risk management and regional risk governance
2. Compliance, internal control, peer reviews, and audit support
3. Risk analysis, monitoring, reporting, and support to high-risk and transitioning contexts
4. Integrated risk coordination, ESS compliance support, and cross-functional engagement
5. Unit leadership, capacity strengthening, and knowledge management

1. Enterprise risk management and regional risk governance
- Lead technical support to Country Offices and outposts on enterprise risk management across the region, including annual and periodic risk assessment processes, risk registers, mitigation tracking, and related governance arrangements.
- Support the Chief Risk Management in strengthening the regional approach to risk identification, analysis, escalation, and mitigation across programme and operations.
- Ensure that risk management approaches are embedded in key management, governance, and review processes and that Country Offices are supported to apply practical, context specific risk-informed decision-making.
- Provide technical guidance to Country Offices on risk analysis linked to new programme cycles, significant operational decisions, major changes in office typology, and other context-driven shifts.
- Contribute to strengthening the use of corporate tools and systems, including eGRC and related platforms, to support more consistent and effective regional risk monitoring.

2. Compliance, internal control, peer reviews, and audit support
- Lead the regional risk and compliance stream on peer reviews, internal control support, and related quality-assurance processes, including review, follow-up, and practical improvement actions.
- Support Country Offices in strengthening systems, procedures, delegated authorities, and internal control arrangements so that compliance requirements are met in a practical and risk-informed manner.
- Provide technical support and oversight on internal and external audits, donor-specific reviews, and related management responses, helping ensure timely and sustainable implementation of

recommendations.
- Contribute to the strengthening of compliance monitoring approaches, including the review of recurring control weaknesses, audit trends, and areas of systemic risk.
- Advise on practical measures to strengthen governance, transparency, and accountability while preserving agility and delivery in complex contexts.

3. Risk analysis, monitoring, reporting, and support to high-risk and transitioning contexts
- Lead the analysis of regional risk trends, including recurring control issues, compliance weaknesses, audit patterns, and emerging risk signals across Country Offices and outposts.
- Prepare and contribute to regional analytical products, briefings, dashboards, and management reports for senior leadership on key risk and compliance issues.
- Support the Chief Risk Management and relevant Country Offices on risks associated with high-risk, emergency, and transitioning contexts, including multi-country office transitions, structural changes, and other significant shifts in operating models.
- Contribute to focused regional support for complex and high-risk contexts requiring closer follow-up, enhanced quality assurance, or targeted problem-solving, including offices facing significant transition-related or compliance pressures.
- Ensure that observations from audits, peer reviews, and other oversight processes are translated into actionable management insights and practical mitigation measures.

4. Integrated risk coordination, ESS compliance support, and cross-functional engagement
- Coordinate closely with other streams in the Risk Management Unit and with relevant Regional Office sections to ensure coherent and integrated risk support across programme and operations.
- Support the compliance and policy-rollout dimensions of environmental and social safeguards (ESS), including helping Country Offices understand and apply organizational expectations and risk-governance requirements.
- Work in coordination with Centres of Excellence and relevant technical sections so that programmatic and operational risk considerations are reflected in broader regional support and oversight arrangements.
- Coordinate closely with the implementing partnership management stream on issues where compliance, assurance, HACT, and broader implementing-partner risks intersect with the wider regional risk architecture.
- Contribute to integrated responses on issues that cut across compliance, safeguarding, anti-fraud, internal control, audit, and broader risk management.
- Represent or support the function, as needed, in inter-agency and external forums related to risk, compliance, and assurance matters.

5. Unit leadership, capacity strengthening, and knowledge management
- Supervise and support the Programme Officer (NO-1) reporting to the stream, including work planning, role clarity, coaching, performance management, and quality assurance, within a cross-location supervisory arrangement.
- Lead and support capacity-building initiatives for Country Offices in enterprise risk management, compliance, peer review follow-up, audit readiness, and related governance areas.
- Promote practical learning, exchange of good practices, and documentation of lessons learned across the regional risk management network.
- Support the development and dissemination of guidance, tools, templates, and advisory materials that strengthen risk-informed management and compliance across the region.
- Contribute to a collaborative and solutions-oriented regional risk culture that moves beyond tick-box compliance and supports timely, high-quality results for children.

Impact of Results:

The Risk and Compliance Manager directly affects UNICEF's ability to identify, assess, monitor, and respond to key risk and compliance issues across the ECAMENA region in a timely, practical, and integrated manner. Through leadership of the risk and compliance stream, the post strengthens risk governance, internal control, peer review quality, audit follow-up, and broader compliance support in a way that helps Country Offices and regional management take informed and risk-responsive decisions.

Effective performance in this role contributes to stronger enterprise risk management, improved compliance practices, more coherent and sustainable follow-up to peer reviews and audits, better regional risk analysis, and more reliable support to Country Offices operating in complex, fragile,

	emergency, and transitional contexts. It also helps safeguard UNICEF's reputation, resources, delivery capacity, and management credibility across the region. Errors in judgement, weak oversight, poor analysis, inadequate coordination, or delayed escalation in this role could weaken governance, reduce the effectiveness of risk mitigation, increase exposure to recurring compliance failures, and undermine the Regional Office's ability to support Country Offices in managing risks that affect results for children. The post therefore requires strong technical credibility, managerial capability, sound judgement, and the ability to provide practical and credible regional support across a highly diverse risk landscape.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability Core Competencies: Nurtures, Leads and Manages People (2) Demonstrates Self Awareness and Ethical Awareness (2) Works Collaboratively with others (2) Builds and Maintains Partnerships (2) Innovates and Embraces Change (2) Thinks and Acts Strategically (2) Drive to achieve impactful results (2) Manages ambiguity and complexity (2)
Recruitment Qualifications:	Education requirement: An advanced university degree (Master's Degree or equivalent) in one of the following fields is required: development studies, international development, business administration, financial management, economics, auditing, investigation, accounting, risk management, internal control, public administration, law, or another relevant field. Experience required: A minimum of eight (8) years of professional experience in one or more of the following areas is required: risk management, compliance, internal control, audit, investigation support, quality assurance, programme or operations oversight, or another closely related area. Relevant experience should include: - enterprise risk management and risk mitigation follow-up - compliance monitoring, internal control strengthening, or assurance support - peer reviews, audits, donor reviews, or related oversight processes - analytical reporting, dashboards, or use of corporate systems for risk monitoring - support to management in complex programme and operational environments. Experience supervising staff is required. Experience in regional or multi-country technical support across a diverse portfolio of offices is highly desirable. Experience working in fragile, emergency, or transitional contexts is highly desirable. Experience in risk governance linked to programme implementation, implementing partnerships, HACT, safeguarding-related risks, or ESS-related compliance support is desirable. Developing country work experience and/or familiarity with emergency contexts is considered an asset. Language requirements: Proficiency (Written & Oral) in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection	No

role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:	Batch 3 approval ECAMENA PBR.pdf Risk and Compliance Manager (P4), #136965, Istanbul.docx

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