



JOB DESCRIPTION

Position:	Transparency Adviser
Reports to:	Africa Grants Manager
Location:	London, UK Working from home with travel to the Netherlands and New York
Salary:	£38,000 per annum
Grade:	6
Contract:	Fixed term 6 months likely extendable to 12 months
Hours:	Full time (37.5 hours)

Background

Over the past 80 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster.

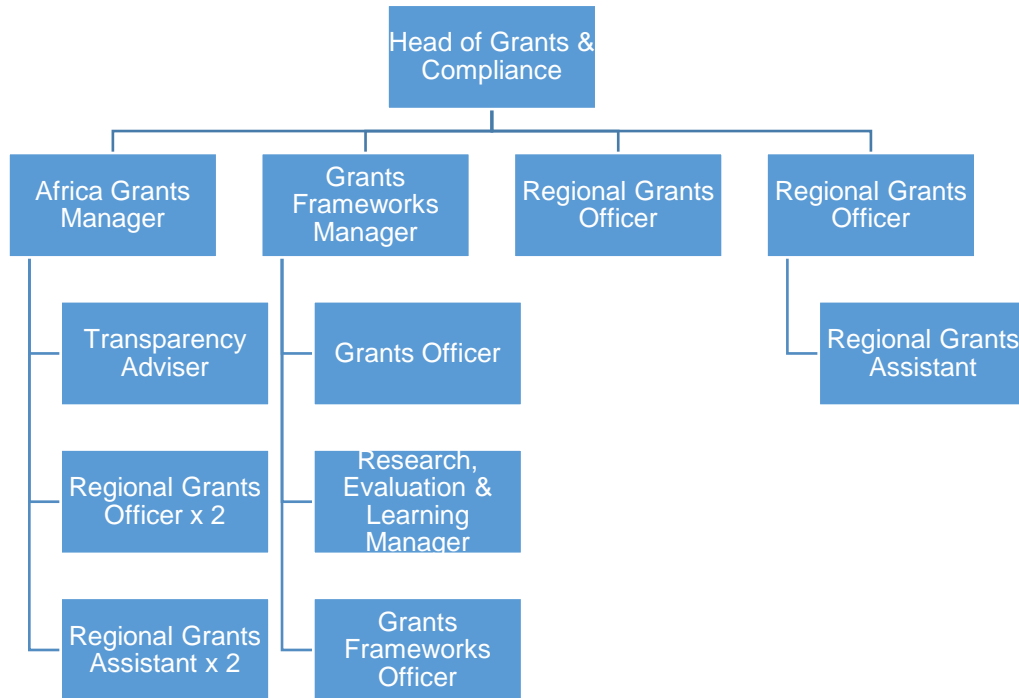
The International Rescue Committee UK is part of the IRC global network, which has its headquarters in New York and London. The IRC is on the ground in more than 30 countries, providing emergency relief, relocating refugees and rebuilding lives in the wake of disaster. Through 29 regional offices in cities across the United States, the IRC also helps refugees resettle in the US and become self-sufficient.

The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

IRC-UK

Our European headquarters, IRC-UK, were established in London in 1997 to support the organisation's global activities and particularly to diversify its donor base and be able to better advocate with European policy-makers on behalf of the people we serve. Since its establishment IRC-UK has grown rapidly and is now acknowledged for its high quality project management, technical expertise in governance and rights and economic recovery, and innovative thinking on early recovery and gender based violence. The IRC also has offices in Brussels and Geneva. IRC-UK comprises approximately 90 staff across five departments.

Team Chart



The Purpose of the Role

IRC-UK is committed to ensuring we follow best practice in aid transparency. In order for us to meet this target we are recruiting a Transparency Adviser with significant experience and understanding of the International Aid Transparency Initiative and donor rules and regulations related to aid transparency, particularly DFID and the Dutch Ministry of Foreign Affairs.

In order to achieve this we require support to put in place systems to ensure timely, accurate reporting as well as identifying gaps in organisational practice and proposing solutions.

Scope and Authority

Authority:

This position will be expected to take decisions within the scope of their role and seek approval from other stakeholders when appropriate.

This position will have no line management authority.

Responsibility for Resources:

This position will have no budgetary authority.

Key Working Relationships

- Accountable to Africa Grants Manager
- Close coordination with AMU, IRC-UK Finance Team, SV, IRC-UK Communications Team, IRC Revenue and Finance Teams
- Working relationship with the field – Sierra Leone, Uganda and other country offices as needed

KEY ACCOUNTABILITIES

Ensure IRC-UK Meets Industry Transparency Standards (40%)

- Draft and put in place organizational open information policy with approval and feedback of Senior Management Team
- Identify need for and propose exclusions from policy
- Ensure IRC-UK website meets transparency standards based on Bond Transparency Review of IRC-UK in terms of contacts, partners, strategy, funders, etc.
- Ensure IRC-UK's IATI publishing is linked to the IRC-UK website

Communicate important of and build organizational buy-in for transparency initiatives (20%)

- Work across departments and with IRC-UK and IRC Inc. to put in place industry standards
- Champion the importance of transparency initiatives within the organization
- Stay informed of industry news and standards related to transparency and communicate these within the organization

Systematize IATI Publishing within the organisation (40%)

- Analyse IATI publishing requirements per donor and portfolio and develop and propose system for regular publishing
- Work across IRC, IRC-UK and SV to build systems to ensure donor compliance with regards to IATI publishing and transparency requirements

Any other task as assigned by line manager

PERSON SPECIFICATION

Essential

Skills, Knowledge and Qualifications:

- Excellent knowledge of and interest in the International Aid Transparency Initiative and Aid Transparency discourse
- Excellent knowledge of donor rules for publishing to IATI, particularly DFID and Dutch MFA
- Degree in a relevant discipline
- Good IT skills including Excel and IATI platforms

- Good written and verbal communication skills
- Good attention to detail

Experience:

- Extensive knowledge of and experience with publishing data to csv2iati and Aid Source
- Several years' experience working on aid transparency
- Networking and building consensus amongst a variety of diverse stakeholders and across teams

Desirable:

- Experience working with an INGO
 - Experience working in a humanitarian context
 - Experience building or working with aid transparency publishing platforms
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To Apply

Please send a CV (two pages maximum) and cover page (two pages maximum) to:
applications@rescue-uk.org

Please state clearly in your cover letter:

- Your reasons for applying
- How you meet the skills, knowledge and experience specified in the person specification part of the job description
- Where you saw the job advertised
- Current salary

The closing date is: 10am (UK time) on Friday 6th January 2017.

Tests will take place on 20th January 2017. Interviews will be on 25th January 2017.

In order to minimise administrative costs, IRC-UK will only contact short-listed candidates.

Candidates must have the right to work in the UK.

IRC-UK strives to be an equal opportunities employer. IRC-UK is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.