

## Compliance Officer – Job Description

**Position:** Compliance Officer

**Location:** Jerusalem

**Reports to:** CEO

**Salary:** Part-time

### Organizational Context and Position:

Established in 2004, **MEET** (the middle east entrepreneurs of tomorrow) is an educational excellence NGO that harnesses the power of technology and entrepreneurship to create an active network of young Palestinian and Israeli leaders who share a common professional language and capacity for joint action. In partnership with MIT (Massachusetts Institute of Technology), **MEET** delivers an intensive, three-year technology, entrepreneurship education, and leadership program that provides the tools and opportunities necessary to impact economic, social, and political change across the region.

**MEET** is conducting a search for a Compliance Officer who will manage the daily operations of the program, accompany two cohorts of students as a social advisor and mentor, and support program documentation, evaluation, and curriculum implementation. This role is ideal for entry level candidates and recent graduates searching for an opportunity to gain valuable professional experience in a high-impact non-profit educational organization.

### Role description:

- Serve as **MEET**'s liaison to USAID / WBG in all matters concerning the project: updating the AOR about project progress and outcomes, taking care of all correspondence with other USAID/WBG officials, and updating **MEET** staff on requirements on an ongoing basis (and revising policies and procedures as necessary).
- Ensure project compliance with Federal Acquisition Regulations and USAID Policies and USAID / WBG mission orders and Implementing Partner's notices, including but not limited to procedures and regulations regarding Mission Order 21 (vetting participants and suppliers, subaward reporting, EPLS searches, inclusion of special provisions in contracts, etc.).
- Maintain compliance to organizational policies, procedures and internal controls.
- Write and revise core project documents as relevant and per USAID instructions (Implementation Plan, Monitoring and Evaluation Plan).
- Work with Administrative Manager to allocate expenses to federal/cost-share USAID-funded project budget lines, per jointly-determined allocation principles; maintain a detailed record of all project-related expenses; generate monthly reimbursement requests, quarterly and annual financial reports per USAID requirements and work with Accountant to ensure these records are reconciled with Hashavshevet records.
- Document and gather information from staff on program activities, students and outcomes (attend events as relevant); and engage in ongoing Data Quality Assurance procedures, including but not limited to timesheets, attendance sheets and project outcomes (events, survey results, projects, etc.).
- Write and submit narrative reports on a quarterly basis; write special event reports on an ongoing basis; create and maintain an up-to-date database of activities, outcomes, costs and/or participants on the GeoMIS and TrainET online platforms.

- Coordinate external audit process in annual project audits, including solicitations from audit firms, contracting, fieldwork and addressing findings, if any.
- Ensure any and all other obligations outlined in **MEET**'s Cooperative Agreement with USAID are fulfilled (e.g., branding and marking requirements, VAT reporting).

### **Qualifications**

- Very strong oral, written, interpersonal, and communication skills
- Fluency in English, (basic knowledge of Hebrew an advantage)
- Computer skills required in Word, Excel
- Excellent organizational and presentation skills required
- Previous experience as Compliance Officer for USAID-funded projects a strong advantage
- Personal qualities:
  - Deadline-driven and highly responsible
  - Quick learner, able to process large amounts of written information in a short time
  - Detail-oriented
  - Able to multi-task

Please note that due to the volume of submissions, only qualified applicants will be contacted. Please send resume and cover letter to [info@meet.mit.edu](mailto:info@meet.mit.edu) with the subject: meet Compliance Officer position.

For more information about **MEET** please go to <http://meet.mit.edu>.