



## Director, Integrity & Ethics

### Job Description

---

<b>Job Title:</b>	Director, Integrity & Ethics
<b>Level and Grade:</b>	Director, 10
<b>Job Type:</b>	Full-time
<b>Reporting Manager:</b>	Senior Director, Internal Audit & Investigation
<b>Department:</b>	Finance & Administration
<b>Office:</b>	HQ
<b>Date:</b>	September 13, 2021

---

#### About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

#### Job Brief:

##### Position Summary:

The Director of Integrity & Ethics (DI&E) will be a subject matter expert who works in the Internal Audit & Investigations Team, developing, planning, and executing a strategy for the organization's internal controls for ethics, conflicts of interest, safeguarding and improprieties, and management of incidents / complaints. S/he will be required to build a framework that provides assurance that the organization, its partners and suppliers are taking all reasonable steps to perform in an ethical manner, adhering to our ethical policies and procedures and prevent sexual exploitation, abuse and harassment from occurring; to protect the organization and the people it serves, especially vulnerable adults and children from harm, and to respond appropriately when harm occurs. Corus risk management framework currently in operation will also be under the direction of the successful applicant.

We are looking for candidates who would be comfortable working independently and forming judgements in the complex operating environment presented by Corus's work, and who are eager to develop skills and experience in Integrity and Ethics activities as well as risk, assurance and international development.

**Key Result Areas:**

The success of this role is measured by the following KRAs:

**Roles and Responsibilities:**

As a member of the Internal Audit & Investigations Team, the DI&E will lead the organization's Integrity & Ethics (I&E) function and do the following:

**Reactive Integrity & Ethics (30%)**

- Oversight and management of the incident reporting and case management system currently in operation at Corus ensuring the system continues to meet the needs of the business as it develops and grows.
- Lead and direct the incident investigation standard operating procedures and through continuous improvement, ensure Corus is seen as a leader and advocate of high caliber incident management in the international development community.
- Work with Legal Counsel to ensure all incidents of Safeguarding and ethical violations are suitably investigated and coordinate and liaise with external consultants when required to conclude the most sensitive incidents.
- Develop, support, and direct all Ethics liaisons across the organization in suitable incident investigation when these are being managed locally, and the production of incident risk mitigation strategies.
- Directly lead the most complex and high-risk incident investigations, approving investigation plans, selecting suitable team members to support investigations when necessary.
- Periodic reporting of fraud case management including volume, value of losses, trends patterns and hotspots.
- Ensure all reports are produced in a timely and concise manner, all relevant findings are supported by robust evidence that meets our high standards and stand up to forensic challenge.
- Coordinate external investigator's work when it is necessary.
- Define priorities, ensuring resources are assigned and allocated to the most significant cases.

**Proactive Integrity & Ethics (50%)**

- Design, implement, and manage an I&E framework to include policy management, compliance training, raising awareness, triage of incidents, and ongoing training and support to management and staff.
- Support and embed a culture of shared responsibility towards I&E throughout the organization, its partners, and suppliers.
- Oversee the design, development and distribution of lessons learned from incidents, these will include lessons from Corus own cases as well as those reported in the operating environments where we work. The papers should be designed to support local management in the assessment of specific I&E risks that may affect operations.
- Serve as Corus institutional and donors' I&E subject matter expert for all country offices, HQ, donor fraud, compliance, internal audit and risk teams.
- Training and Awareness: Design, lead and deliver trainings tailored to Corus's operating context and covering relevant ethics topics (including case studies) and internal controls for staff in Country Offices, regional gatherings and other events.
- Think creatively, exploring and recommending innovative approaches in delivering I&E services to Corus International.

**Risk Management (20%)**

- Ownership of Corus International's Enterprise Risk Management policy, management of the corporate risk register and ensuring the AuditBoard risk management tool is updated to reflect the risk universe which Corus is operating in at any given time.
- Lead in the consolidation of project risk registers, and to build capacity in country offices in the identification of and management of risk to effectively manage risk across each country office.
- Develop and train country offices in completion of an annual internal control self-assessment (AICSA). Develop a program of independent assurance that tests the results of the AICSA, recommending improvements to internal controls and providing assurance to Leadership and the Audit And Risk Committee on how well country offices are managing the risks they face.

#### **Supervisory:**

This role reports to the Senior Director, Internal Audit & Investigations.

This role has no direct reports but responsible overseeing the workplan and investigations of 1 full time Integrity & Ethics manager in the Democratic Republic of Congo.

#### **Education and Qualifications:**

- Degree or professional qualification related to Audit / Ethics / Integrity / Safeguarding / Compliance, required.
- Minimum 10 years' experience in similar role required.
- Experience of training teams and/or mentoring colleagues.
- Experience of acting as a mentor and developing junior staff.
- Proficiency in writing reports or similar documents to a professional standard.

#### **Other Duties:**

- Ensure appropriate reporting to donors, Board of Directors, and any other key stakeholders as required.
- Ensure quality and timeliness of assignment outputs.
- Contribute to the wider work of the Legal and Compliance [Internal Audit, Integrity & Ethics] team through active participation in the achievement of the department's goals, departmental meetings and working groups, and the development and sharing of technical knowledge and resources.
- Perform other duties attending their supervisor's request.

#### **Working Conditions, Travel and Environment**

- Ability to travel up to 30 percent of his/her time, possibly to remote regions which may include adverse conditions and/or disaster zones. Ability to withstand extremes of temperature and altitude.
- Travel as needed to provide training and development activities to country offices.

#### **Diversity, Equity, Inclusion and Zero Tolerance to Abuse**

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

*Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.*