

Global Compliance Advisor

Location: [Central/South America] [Costa Rica]

Town/City: San José

Category: Accountability

Job Type: Fixed term, Full-time

***Preferred position location: San Jose, Costa Rica. Other locations to be determined by home country of successful candidate in a jurisdiction (US state or country) where WVI is registered to operate.**

***Please submit your CV in English.**

PURPOSE OF POSITION:

Under the Director of Global Compliance, partner with stakeholders to complete the goals and objectives of the Compliance department by providing policy management and implementing a monitoring framework for local offices. The position will be a focal point for Regional Compliance Champions to provide guidance, update the monitoring tool, manage the annual collection of data, analysis, and provide training. The Advisor will also be responsible for completing various departmental support tasks.

MAJOR RESPONSIBILITIES:

Policy Management:

- Design, implement and maintain policy database. Including providing oversight and management of the database.
- Advise and ensure that staff are aware of the Policy on Policies.
- Oversee and advise updates to employee facing website in consultation with necessary SME's (Legal, P&C, Comms., etc) to ensure policy program meets stakeholder needs.
- Act as a champion for the review process of Partnership Policies, Partnership Management Policies and WVI Management Policies, engaging stakeholders and participants in the review process.
- Responsible for developing and owning quarterly metrics for senior leadership.

Field Office Compliance Monitoring Framework:

- Field Office Monitoring Framework management and other core document development: Responsible for owning, updating and editing the Field Office Compliance Monitoring Framework to improve and tailor the organizations' approach to
- compliance as it grows with maturity. Position must be able to apply industry standard compliance practices and concepts in the development of department documentation, learning materials, presentations, reports and other key department communications to further the depth of the organizations compliance program.
- Communications: Responsible for developing and owning partnership-wide communications related to Compliance. Development and delivery of presentations on compliance. Research and development of text for training materials in coordination with the Director.
- Build and develop relationships with Regional Compliance Champions to help gather and provide feedback on the issues facing successful implementation of their Compliance programs. Help escalate key issues to the Director or other stakeholders as necessary. Provide day to day guidance on resources available, professional development guidance, training solutions, and generally troubleshooting various challenges facing compliance practitioners.

Additional:

- Sr, Management Reporting - Responsible for developing and delivering new senior management reports and analysis derived from existing and new Compliance programs and projects.
- Other tasks as required by the Compliance team, such as vendor/invoice payments, basic WVCentral website, and other tasks as needed.

KNOWLEDGE, SKILLS & ABILITIES:

- 3-5 years' experience working in Compliance or related field.
- Strong writing and communication skills.
- Strong analytical skills.
- Proven ability to cultivate and maintain strong interpersonal and working relationships in a dispersed international

context.

- Bachelor's degree.
- Membership in a professional compliance association, or willingness to obtain within 1 year.
- Professional or academic education in Compliance or related field.
- Fluency in spoken and written English.

Preferred Skills, Knowledge and Experience:

- Experience working with policies in a large international organization.
- Education or experience related to Ethics and Compliance.
- Background or experience with communications and/or technical writing.
- Experience and demonstrated success working with and engaging Sr. Management.

Work Environment/Travel:

- The position requires ability and willingness to travel domestically and internationally up to 10% of the time.