

Job Description

Job Title:	Supply Chain Due Diligence Analyst
Job Location:	Erbil

Report to:	Iraq AS Supply Chain Manager
Direct report from:	-
Key interactions:	Supply Chain team, Finance, Legal, Admin

Key Responsibilities:

- Supply chain analyst on third-party risks using inhouse software system to collect and monitor data
- Select the most appropriate due diligence process for the circumstances and the risk-profile of the business partner
- Gather the relevant information from the business partner and internal resources, and complete the business partner questionnaire
- Review the questionnaire completed by the business partner for completeness and accuracy as part of validation before being processed to the Legal & Compliance team for review and assessment of the risks associated with that business partner.
- Follow up on any outstanding information requests.
- Ensure ongoing due diligence efforts are progressing on time.
- In collaboration with SCM team, pro-actively perform due diligence on prospected / new business partners
- Respond to daily inquiries from front-line SCM staff and Compliance regarding due diligence matters, when appropriate.
- Communicate effectively with business partners when requesting information, documentation or addressing concerns or findings.
- Adhere to all designated time frames, manage workflow to the specified deadlines and complete responsibilities in a satisfactory manner.
- Complete all job-related training in a timely manner and attend training sessions, as directed.
- Ensure all business partner records are properly completed and communicate deficiencies to appropriate party and/or line manager.
- Exercise discretion identify business partner records that require further review.
- Actively assist the compliance in special projects that are both systems related or involve special investigations or reviews.

Required Qualifications & Experience:

- Relevant college degree or equivalent in e.g. Supply Chain Management, Finance, Legal or other relevant degree
- Minimum 5 years' experience in either contracting, finance or legal services, with preference for having worked in compliance and due diligence activities
- Knowledge level of International Trade Controls policies and processes.
- Awareness of anti-corruption, anti-money laundering, anti-slavery & human trafficking and/or sanctions practices in Supply Chain or other relevant business.

Key Attributes:

- Knowledge of contract risk management;
- Analytical and logical with problem-solving experience;
- Technical knowledge and skills

- High level of personal integrity;
- Maintains strictest confidentiality;
- Maintains strict observance of conflict of interest protocols;
- Strong administrative and organizational skills, including attention to detail;
- Expertise in all MS Office packages (Word, Powerpoint, Excel, Outlook);
- Strives for high standards of delivery;
- Communicates (verbally and through written work) clearly and concisely;
- Has excellent Kurdish and English language skills;
- Strong interpersonal skills (tact, honesty, integrity, discretion, diplomacy, confidentiality, patience) and ability to get on well with all levels of stakeholders);
- Ability to prioritise and manage a large and a varied workload;
- Enthusiastic, keen to learn and be part of a team;
- Sufficient resilience to cope with difficult interpersonal situations, competing demands and tight time scales;
- Collaborates and shares knowledge and assists others in team and organization; and,
- Offers suggestions and anticipates needs and issues of business.