



TERMS OF REFERENCE (ToR)

Compliance Intern

Department: Compliance and Quality Assurance Department

Duty Station: WWF-Tanzania Country Office HQ – Dar es Salaam

Reports To: Compliance and Quality Assurance Manager

Duration: Internship period as determined by WWF-Tanzania (12 months)

1. Background

WWF-Tanzania is committed to maintaining the highest standards of accountability, transparency, integrity, and compliance in the implementation of its conservation programs and projects. To strengthen compliance oversight and provide practical learning opportunities to young professionals, WWF-Tanzania seeks to engage a Compliance Intern to support the Compliance and Quality Assurance Department in conducting compliance reviews and audits across WWF-Tanzania projects and its sub-grantees.

The internship will provide hands-on experience in compliance auditing, risk assessment, internal controls evaluation, donor compliance monitoring, and statutory compliance reviews.

2. Purpose of the Internship

The purpose of this internship is to support the Compliance and Quality Assurance Department in assessing whether WWF-Tanzania projects and sub-grantees comply with:

- Donor requirements and grant agreements.
- WWF policies, procedures, and operational standards.
- Applicable laws and regulations of the United Republic of Tanzania.
- Internal control and risk management requirements.

The intern will assist in identifying compliance gaps, documenting findings, and developing recommendations to strengthen organizational compliance and accountability.

3. Key Responsibilities

Under the supervision of the Compliance and Quality Assurance Manager, the Compliance Intern will:

Compliance Reviews and Audits

- Assist in planning and conducting compliance reviews and audits of WWF-Tanzania projects and sub-grantees.
- Review financial and non-financial documentation to assess compliance with donor requirements and grant conditions.
- Verify adherence to WWF-Tanzania policies, procedures, and internal control frameworks.
- Assess compliance with applicable Tanzanian statutory and regulatory requirements.
- Support field visits and compliance assessments at project implementation sites and partner organizations.



- Perform testing and verification of transactions, procurement processes, payments, asset management, and supporting documentation.

Documentation and Reporting

- Maintain organized audit working papers and supporting documentation.
- Compile and analyze review findings and supporting evidence.
- Draft compliance review reports, including observations, findings, risk implications, and recommendations.
- Track implementation of agreed corrective actions arising from compliance reviews.
- Assist in preparing periodic compliance monitoring reports for management review.

Risk Management and Continuous Improvement

- Assist in identifying compliance risks and control weaknesses.
- Support compliance awareness initiatives and dissemination of compliance requirements within WWF-Tanzania.
- Contribute to the improvement of compliance review tools, checklists, and methodologies.
- Support special reviews and investigations as assigned by the Compliance and Quality Assurance Manager.

Other Duties: Perform any other compliance, audit, risk management, and quality assurance assignments as may be delegated by the Compliance and Quality Assurance Manager.

4. Expected Deliverables

The Compliance Intern will be expected to:

- Support the completion of scheduled compliance reviews and audits.
- Prepare audit working papers and documentation that meet departmental standards.
- Draft compliance review reports with clear findings and practical recommendations.
- Assist in maintaining compliance monitoring trackers and follow-up schedules.
- Contribute to the timely reporting of compliance issues and improvement opportunities.

5. Required Qualifications and Experience

Academic Qualifications: Bachelor's degree in commerce (Accounting), Accounting, Finance, Auditing, Business Administration, or a related field.

Experience

- Some practical experience through internship, attachment, volunteer work, or employment in:
 - Internal Audit;
 - External Audit;
 - Compliance;
 - Risk Management; or
 - Finance/Accounting functions.

6. Required Competencies

Technical Competencies

- Basic understanding of audit methodologies and compliance review techniques.
- Understanding of internal controls and risk management principles.
- Good understanding of Tanzanian statutory and regulatory compliance requirements.



- Basic knowledge of donor-funded project management and grant compliance requirements is an added advantage.
- Proficiency in Microsoft Office applications, especially Excel, Word, and PowerPoint.

Behavioral Competencies

- Adherence to WWF's four core values: Courage, Respect, Integrity and Collaboration.
- High level of integrity, ethics, and professionalism.
- Strong analytical and critical thinking skills.
- Attention to detail and accuracy.
- Ability to handle confidential information with discretion.
- Good communication and report-writing skills.
- Ability to work independently and collaboratively within a team.
- Strong organizational and time-management skills.
- Willingness and ability to learn in a dynamic work environment.

7. Travel Requirements

The position requires extensive travel to WWF project sites and sub-grantee locations within Tanzania.

- Willingness to travel for approximately 50% of the internship period is required.
- The intern must be able to work effectively in diverse and occasionally remote field environments.

8. Learning Opportunities

Through this internship, the successful candidate will gain practical experience in:

- Compliance auditing and monitoring.
- Donor compliance assessments.
- Internal control reviews.
- Risk assessment methodologies.
- Statutory compliance verification.
- Professional report writing.
- NGO governance and accountability systems.
- WWF policies, procedures, and conservation project operations.

9. Performance Supervision

The Compliance Intern will work under the direct supervision of the Compliance and Quality Assurance Manager, who will provide guidance, review work performed, and evaluate performance against agreed internship objectives and deliverables.

WWF-Tanzania is an equal opportunity organization and encourages applications from qualified candidates who demonstrate integrity, professionalism, and a commitment to WWF's values and mission.

Please send your CV and cover letter to hresources@wwftz.org by 15th August 2026 at 1700hrs