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INVESTIGATOR

Post Number : IOS 010

Grade : P-3

Parent Sector : Internal Oversight Service (IOS)

Duty Station: Paris

Job Family: Management/Audit/Oversight

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 07-MAR-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Division of Internal Oversight Services (IOS) provides an independent consolidated oversight mechanism that covers internal audit, evaluation, investigation and other management support. The Investigation Office examines and determines the veracity of allegations about misconduct or other irregularities affecting the Organization, its projects, assets or personnel.

Under the authority of the Director of the Division of Internal Oversight Services and under the direct supervision of the Head of the Investigation Office, the incumbent conducts investigations and manages the workflow of individual investigation cases within the set timeframes. The Investigator will be required to travel to remote locations, at times for extended periods or on short notice, to manage and conduct investigations.

More specifically, the Investigator will:

- Perform background research.
- Receive allegations, liaise with complainants and whistle-blowers, screen allegations received, draw recommendations and take part in the internal assessment of complaints and allegations.
- Plan, organize, conduct and manage investigations and define investigative scope, methodologies and tools, under guidance from the Head of the Investigation Office.
- Gather evidence, obtain and review relevant documentation and records, conduct interviews and take statements, maintain case records, interview transcripts and evidence.
- Gather and analyze electronic evidence.
- Prepare complete and concise investigation reports and conduct post-investigation tasks.
- Monitor follow up actions related to investigations, specifically by liaising with HRM and the Ethics Office; draft memos and reports on lessons learned from investigations providing recommendations to improve internal controls, policies and procedures.
- Perform legal research or benchmark investigative practices as requested; liaise with relevant departments within the Organization (HRM, ETH and LA).
- Maintain an up-to-date case tracking database and provide KPI analysis or ad hoc analysis as needed.
- Support IOS Management in preparing reports related to investigative activity when need arises.
- Provide support related to IOS mandates as requested by the IOS Director and/or the Head of the Investigation Office, including activities in the areas of fraud awareness and management advisory.
- Work collaboratively and in coordination with colleagues to achieve Organizational goals in accordance with IOS standard operating procedures and in compliance with Organizational rules and regulations.
- Perform additional activities that may be required to ensure the success of the work team.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in investigations, law, management, auditing, information technology or a related area.
- Professional certification from an internationally recognized compliance or investigation body such as CFE, CCEP-I or equivalent.

Work Experience

- At least five (5) years of progressively responsible and relevant professional experience, of which at least three (3) years in investigation.
- Relevant investigative experience acquired in diverse fields: fraud and corruption, harassment, sexual misconduct, etc.

Skills and Competencies

- Ability to work independently, with minimum supervision and act on her/his own personal plan.
- Sound knowledge of legal principles applicable to investigative activities.
- Ability to identify key investigation issues and to collect, synthesize, and analyze complex information and technical materials (including data).
- Strong coordination and analytical skills.
- Excellent interpersonal and communication (oral and written) skills applicable to a diverse cultural environment.
- Proven ability to draft investigative reports on complex topics with effectively supported and well formulated conclusions, both in English and French.
- Demonstrated ability to conduct sensitive interviews in consideration of due process and duty of care and prepare interview transcripts in both English and French.

Languages

- Excellent knowledge of English or French and very good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Education

- Relevant law degree.

Work Experience

- Professional experience in the conduct of investigations in a UN organization or other international organizations.
- Engagement in professional investigative networks practice groups.

Skills and Competencies

- Knowledge of UN system policies, rules, regulations and procedures.
- Experience in protection of sources and victims.
- Knowledge of data analytics tools (PowerBI, Tableau, Excel etc..).
- Knowledge of digital forensics tools and digital seizing procedures.

Languages

- Good knowledge of other official UNESCO languages (Arabic, Chinese, Russian and/or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 95,989 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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