

HEAD OF INVESTIGATION OFFICE (RE-ADVERTISEMENT)

Post Number : IOS 009

Grade : P-5

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) : 03-APR-2025

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 and the direct supervision of the Director of the Division of Internal Oversight Services, the incumbent will lead and supervise the investigation function, conduct most serious and complex investigations, will provide authoritative expertise for fraud risk management, deterrence and response to sexual harassment and abuse in UNESCO.

More specifically, the Investigator will:

- Lead, direct and plan the investigative activities of the Section by:
 - Developing investigation plans; deciding on investigative tools and methodologies;
 - Conducting complex and/or sensitive investigations;
 - Assessing risks associated with investigative activities for the investigators and all investigation participants; and ensuring appropriate mitigating or preventing measures;
 - Assigning cases and tasks to investigative team; providing technical and methodological guidance and performance feedback to investigative team; ensuring that due process is respected in the IOS investigative processes by conforming to requirements of the Human Resources Manual and to UNESCO's Staff Rules & Regulations; preparing and/or assuring quality of IOS investigative reports in accordance with applicable professional standards and UNESCO requirements; and maintaining investigative records in accordance with IOS procedures.

- Supervise and perform screening of allegations of misconduct, in accordance with established criteria, presented to IOS from all sources, including hotline reporting, the Bureau of Human Resources Management, the Ethics Office, other UNESCO personnel and external parties. Determine whether the allegations received fall in the mandate of IOS. Based on assessment of the facts presented in the allegations, recommend the next steps in their resolution (e.g.,

formal investigation, further fact-finding, referral). Ensure reliability of IOS records of the timeframe and disposition of all allegations received.

- Define, update and implement investigative procedures and processes. Draft or contribute to policy revisions, ensuring international investigation standards are met and ILOAT jurisprudence is taken into account.
- Advise management of sectors and support services on fraud prevention measures and response to incidents (contractual clauses, interim measures, mitigation and recovery, including initiating or participating in civil and criminal proceedings when appropriate and approved).
- Respond to request for information, assistance or advice from organizational entities outside IOS, including requests for information from sister agencies and national authorities with due respect to privileges and immunities of UNESCO.
- Identify issues requiring management attention and make recommendations on preventive or corrective measures derived from investigative findings.
- In collaboration with programme sectors, support services and assurance providers, coordinate the identification, assessment and monitoring of fraud risks of the Organization by:
 - Identifying principal fraud risks and the factors that influence them;
 - Mapping assurance on the effectiveness and efficiency of existing internal controls with regard to the identified fraud risks;
 - Identifying areas requiring proactive investigations;
 - Preparing periodic reports on the results of the fraud risk assessments including recommendations to address gaps and risk exposure to the Organization.
- Promote fraud awareness throughout the Organization through briefings, trainings and information material.
- Develop visibility of and trust in IOS as the central intake mechanism for reporting fraud and corrupt practices.

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- Manage the staff and budget of the section; determine priorities and allocate resources for the completion and timely and quality delivery of work products; identify needs and ensure appropriate selection procedures of contractors, specifically in the area of FORENSIC support; prepare budget proposals for the Section and ensure objectives are met; ensure staff development through appropriate training and mentoring, including in handling SHA and SEA cases.
 - Mobilize internal and external resources to finance or provide relevant support to the activities of the section whenever required (operational partnerships with national authorities, expert training facilities, seconded staff, contributions to cover exceptional needs such as peaks of activity, update of the fraud risk assessment, or fraud risk awareness in the field).

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)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)
Managing performance (M)
Strategic thinking (M)

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

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in Investigations, Law, Management, Auditing, Risk Management 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 ten (10) years of progressively responsible and relevant professional experience in investigation or a related area, of which preferably five (5) years acquired at international level.
- At least three (3) years of experience in leading or co leading an investigation function as Head or Deputy Head.
- Relevant investigative experience acquired in diverse fields: criminal law, administrative law, fraud and corruption, harassment, sexual misconduct, etc.

Skills & Competencies

- Expert knowledge of legal principles applicable to investigative activities.
- Proven ability to identify key investigation issues and to collect, synthesize, and analyse complex information and technical materials (including data).
- Strong coordination and analytical skills.
- Excellent interpersonal skills (written and oral) including the ability to effectively deal with various internal/external partners on complex and sensitive matters.
- Demonstrated leadership, management and organizational skills, with proven ability to maintain effective working relationships in a multicultural 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.
- Strong sense of impartiality and objectivity.

Languages

- Excellent knowledge (written and oral) of English or French, and very good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Education

- 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 & Competencies

- Strong knowledge of UN system policies, rules, regulations and procedures.
- Strong experience in protection of sources and victims.
- Good knowledge of data analytics tools (PowerBI, Tableau, Excel etc..).
- Good 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 142 257 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.

Please note that UNESCO is a non-smoking Organization.