



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2709

Issued on: **12 December 2014**

Deadline For Application: **9 January 2015**

POSITION TITLE:	Investigator	GRADE LEVEL:	P-4
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Office of the Inspector General, OIG	DURATION :	Fixed-term: 2 years
		POST NUMBER:	1060570
		CCOG CODE:	1A21

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Office of the Inspector General (OIG) provides oversight of the programmes and operations of the Organization, through internal audit, inspection and investigation.

The post is located in the Investigation Group of OIG. The Group investigates allegations of serious misconduct, by FAO personnel, suppliers or implementing partners, in the programmes and operations of the Organization, and conducts other fact-finding inspections. OIG's investigation mandate covers serious misconduct such as fraud, corruption, abuse of authority, harassment, retaliation against whistle blowers, and sexual exploitation and abuse of beneficiaries of the Organization's projects and programmes. The Group also prepares reports to the Director-General and Senior Management on lessons learned, and promotes policies and activities that enhance the integrity of FAO's operations.

Reporting Lines

The Investigator reports to the Senior Investigator

Technical Focus

Investigations into allegations of serious misconduct and advice on enhancements to integrity policies of the organization

Key Results

The planning and operational coordination of investigations into allegations of fraud, corruption and misconduct and the development of recommendations to improve internal controls and prevent future violations

Key Functions

- leads and coordinates investigation teams and participates on Organization-wide committees or working groups.
- revises and/or updates policies, procedures, systems and best practices to support the planning, conduct, evidence collection, report writing and follow-up of preliminary and full investigations in HQ and the Decentralized Offices.
- coordinates investigation operations and provides advice and assistance to staff/consultants/teams assigned to specific investigations;
- plans, organizes and conducts investigations in accordance with the applicable rules involving assessment of the initial complaint/allegation, interviews with staff and third parties, review of documentary and electronic information, analysis of the facts, organization of the evidence, and the preparation of reports;
- presents facts, circumstances, conclusions and recommendations to support management decisions regarding disciplinary or corrective actions;
- maintains effective liaison with legal services regarding specific cases and with external and UN investigators on cases/issues of mutual concern;
- leads and/or participates in awareness and training activities on the prevention, detection and reporting of fraud and corruption in FAO and promotes the latest investigative techniques and best practices.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Law or in a subject associated with criminal and/or administrative investigations (candidates holding a first level university degree may also be considered if possessing two additional years of relevant work experience)
- Seven years of relevant experience in fact-finding/investigatory work preferably, but not limited to, misconduct by employees, suppliers and partners organizations, including fraud and other forms of corruption, using investigation techniques and procedures
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Teamwork

- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Excellent communication skills, both oral and in writing, and ability to write clear and concise investigative reports in English is considered a strong asset
- Ability to analyse relevant legal and procedural issues, and documentary and financial evidence
- Extent and relevance of academic qualifications

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/rootindex.asp>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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