



Issued on: 12 August 2015

Deadline For Application: 2 September 2015

POSITION TITLE:	Investigator	GRADE LEVEL:	P-3
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Office of the Inspector General, OIG	DURATION *:	Fixed-term: 2 years
	Investigation Team	POST NUMBER:	2001050
		CCOG CODE:	1A21

* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

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 Team of OIG. The Team investigates allegations of serious misconduct and wrongdoing, by FAO personnel, suppliers or implementing partners, in the programmes, operations and funds of the Organization. OIG's investigation mandate includes fraud, corruption, abuse of authority, harassment, retaliation against whistle blowers, sexual exploitation and abuse of beneficiaries of the Organization's projects and programmes, as well as violations of FAO's Environmental and Social Guidelines. The Team also conducts other fact-finding inspections, 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

The post is based in Rome

Reporting Lines

The Investigator reports to the Senior Investigator

Technical Focus

Investigations into allegations of serious misconduct and wrongdoing by FAO personnel and third parties.

Key Results

The planning and conduct of investigations into allegations of fraud, corruption and other type of wrongdoing and the development of recommendations to support management decisions, and improve internal controls to prevent and timely detect such activity.

Key Functions

- Leads investigations and participates with senior investigators on complex investigations;
- Plans, organizes and conducts investigations in HQ or the Decentralized Offices, in accordance with the Guidelines for Internal Administrative Investigations involving assessment of the initial complaint/allegation, interviews of staff and third parties, review of documentary and electronic information, analysis of the facts, organization of the evidence, and determines the appropriate presentation of investigative results including the preparation of reports;
- Prepares and edits required written outputs with logical and clear presentations of investigative findings, facts; circumstances, conclusions and recommendations to support management decisions regarding any disciplinary or corrective action. Written outputs include investigative plans, records of interviews, and investigative reports;
- Maintains effective liaison with relevant FAO departments and offices regarding specific cases and with external and UN investigators on cases/issues of mutual concern;
- Contributes to the updating of 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;
- Participates in awareness and training activities on the prevention, detection and reporting of fraud and corruption in FAO;
- Performs other duties as required.

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)
- Five years of relevant experience in fact-finding/investigatory work preferably, but not limited to, misconduct and wrongdoing 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 Russian, Arabic or Chinese

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
- Extent and relevance of experience in investigations including employee misconduct, procurement fraud and corruption
Experience gained in an international setting is considered a strong asset
- Ability to analyse relevant legal and procedural issues, and documentary and financial evidence
- Extent and relevance of academic qualifications
- Working knowledge of English is considered a strong asset

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://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

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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