

Job Description Form for Jobs in the Professional and higher categories



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

JOB PROFILE

Functional Title:	Junior Professional Officer (JPO) - Investigator	Grade: L2
Organizational Unit:	Internal Oversight Unit (EIO/IOU) Office of Evaluation and Internal Oversight (EIO)	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief (P-5), EIO/IOU

I. Organizational Context (generic text)

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Office of Evaluation and Internal Oversight (EIO) is responsible for providing the Director General, the Industrial Development Board, and management with independent and objective assurance, and advice, through internal audits, investigations and evaluations. It adds value to and improves the efficiency and effectiveness of UNIDO's operations, the internal control framework, risk management, results-based management, and governance processes of the Organization.

The position is located under the Internal Oversight Unit (EIO/IOU), to support the investigation function, which is responsible for:

- Receiving complaints and reports of alleged misconduct from sources inside and outside UNIDO, including anonymous sources.
- Undertaking investigations of programmes, projects, operations and activities undertaken by UNIDO, including by UNIDO staff members, consultants, contractors, and project executing entities and beneficiaries.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief in the Internal Oversight Unit (EIO/IOU) and the Director of the Office of Evaluation and Internal Oversight (EIO). The work plan will be prepared jointly by the direct supervisor, Director/Chief and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her team and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

II. Main Responsibilities

Supports and assists with the following activities, under the guidance of the Chief EIO/IOU:

- Conducts preliminary evaluation of allegations of irregularities, wrongdoing, fraud and unsatisfactory conduct, including harassment and abuse of authority; identifies if the allegations are violations of organizational rules, regulations and policies and/or criminal law; makes a recommendation to the Director, EIO whether to proceed with a full investigation, refer or close a case.
- Supports the conduct of full investigation and collaborates with other investigation personnel in complex ones, in accordance with professional standards and office procedural framework. Prepares a work plan noting methodologies to be used and purpose for action; plans investigation work and presents it to the Chief, EIO/IOU and the Professional Investigator; gathers, reviews, and analyses information to determine its relevance and reliability; conducts and/or participates in interviews, as necessary with other investigation personnel; writes record of interview; conducts any other investigative research activities as required by the matter at hand; documents all work undertaken for review by the Chief, EIO/IOU, or other investigation personnel as assigned; presents investigative facts, circumstances and conclusions in a concise, clear and logical manner; proposes recommendations as appropriate; prepares draft report to support management decision regarding any disciplinary and/or remedial action; finalizes report; follows up on implementation of recommendations.
- As part of the Central Intake mechanism and in coordination with the EIO/IOU Oversight Assistant: (i) prepares reports, information circulars and ad-hoc briefs pertaining to allegations and investigations statistics; (ii) tracks progress of allegation disposal through the case management system and advising colleagues accordingly of any risk of impact in delay of assessment by an intake committee or field director tasked with assessment of allegations; (iii) liaises with different units within UNIDO; e.g. COR/HRS, Ethics Office, Legal Office.
- As part of the Central Intake mechanism and in coordination with the EIO/IOU Oversight Assistant, maintains up-to-date electronic records of all misconduct complaints and of their follow up, by registering in the confidential EIO/IOU database the preliminary evaluations, the available information, the recommendations issued and any follow up actions.
- Participates in assessing the potential for fraud and corruption in operational activities; assists in fraud awareness activities; contributes to preparing and developing the EIO/IOU work plan and risk assessments to identify vulnerable areas and malfunctions.
- In conjunction with other EIO/IOU staff members, participates in the revision of the UNIDO Investigation Policy and Guidelines, standard operating procedures and templates; introduces new techniques; identifies best practices and lessons learned; contributes to the knowledge base of EIO; takes initiatives in identifying and proposing techniques, resource material, and forensic tools.
- Performs other related duties and assignments as and when required.

III. Core Values and Competencies

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

IV. Minimum Organizational Requirements

Education: Advanced university degree in a discipline associated with investigative work, such as law, criminology, accounting, finance, business or public administration **is required**. Certification as a Certified Fraud Examiner (CFE), or equivalent is desirable.

Experience:

- A minimum of three (3) years of experience in a relevant field is **required**.
- Experience at the proficiency level with MS office is **required**.
- Experience in external relations, and/or administrative investigative work, using investigative techniques and procedures in public or private sector; experience in analytical work (ability to analyse relevant legal and procedural issues, as well as documentary and financial evidence), preferably in an international environment, is desirable.
- Experience with computer assisted investigative techniques and procedures is desirable.

Language Skills: Fluency in written and spoken English is **required**. Fluency in or working knowledge of other official language(s) of the United Nations is desirable.

V. Learning Elements

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of assignment, the incumbent should be in a position to:

- Understand the concepts of working with international organizations and/or similar, including Government institutions;
- Participate in relevant phases of the working process;
- Work effectively in a diverse and multi-cultural environment.