

29. A. General Information

JPO functional title: Investigations Analyst

Main sector of assignment: Investigations Branch, Office of Audit and Investigation Services

Duty Station: New York, USA

B. Supervision

Title/Level of Supervisor: Chief, Investigations Unit 1 and 2, P-5

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?
Work in the Investigations Branch of UNFPA's Office of Audit and Investigation Services (OAS) will offer the successful JPO candidate unique insight and experience to the field of internal oversight within the United Nations system. In particular, the work experience will help the JPO understand the process, challenges and execution of administrative investigations into allegations of wrongdoing as well as how the United Nations justice system operates both in policy and practice. As experience in conducting investigations is increasingly in high demand across the international public sector in general and in the United Nations specifically, the JPO experience in OAS will be a significant asset to a career with the UN system.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
Both supervisors have experience managing and coaching young professionals, across the investigative, legal, human rights and protection sectors. The supervisors have a combined experience of approximately 30 years.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
No.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
Yes.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?
Four P-4, 3 P-3 and 3 P-2 posts.

C. Duties and Responsibilities

Purpose of JPO

OAS Investigations Branch requires the services of a JPO to assist in the general conduct of administrative investigations under the direction of the Investigations Unit Chiefs, and the Director, OAS. The JPO will also help with Quality Assurance reviews; the review, development and revision of templates and Standard Operating Procedures (SOP); and the drafting of guidance documents and position papers.

Specific Responsibilities

- Assisting in the OAS Intake Unit for new complaints by checking the OAS reporting mechanisms on a daily basis, conducting an initial screening of any complaints received in order to make a recommendation to the Head of Intake, Policy and Reporting as to whether they should be registered as a Case or a Non-Case, acknowledging receipt of new complaints and registering the complaints in OAS case management system.

- Performing preliminary assessments of allegations of wrongdoing to determine their relevance and credibility, document the outcome and make recommendations for next steps for review and decision by OAIS management.
- Supporting lead investigators in interviewing complainants and witnesses, conducting open source research, collecting and reviewing UNFPA financial records, and other investigative tasks as designated by the lead investigator.
- Inputting case-related data into OAIS case management system and case folders.
- Assisting in the review, development and revision of templates, Standard Operating Procedures and guidelines of the Investigations Branch.
- Preparing Case Closure Notes, referral memorandums, Case Assessments and other investigative written outputs of the highest quality.
- Collecting data on the Investigation Branch's work and prepare narrative and statistical reports and related output as required.
- Reviewing citations to evidence in footnotes of investigation reports and other documents, and ensure they are accurate and complete, as part of the quality assurance review of investigation reports.
- Providing proofreading and editorial services, including ensuring compliance with the editing standards of the United Nations and relevant templates, inter alia, as part of the quality assurance review of investigation reports.
- Traveling as needed to support investigators on mission to collect evidence documentary, testimonial, electronic and physical evidence, and ensuring that all collected evidence is properly logged and secured.

D. Qualifications and Experience

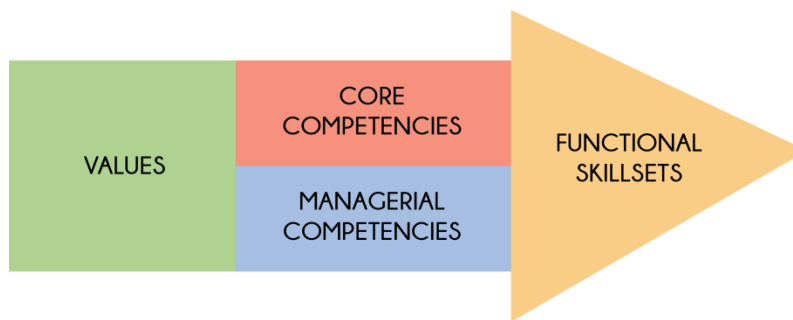
- Advanced university degree in Law, Public Administration, or closely related field.
- A first level university degree with a combination of significant relevant education, professional certification, training and experience in the field of investigations may be accepted in lieu of an advanced degree.
- At least 2 years of relevant professional experience in criminal and/or administrative investigations. Ability to quickly and accurately analyze, assess and summarize investigation findings, observations and recommendations.
- Experience in drafting, reviewing, editing and quality control of documents of an investigative or legal nature.
- Fluency in English with proven ability to express himself/herself well verbally and in writing. Spanish, Arabic and/or French are an asset.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds..
- Good knowledge of UN policies, procedures and jurisprudence relevant to administrative investigations highly desirable.
- Experience with software applications used in investigations, an advantage.

E. Learning Elements

Upon completion of the two-year assignment, the JPO will be able to:

- Assess and triage reports of wrongdoing and staff misconduct for receivability, jurisdiction and classification.
- Conduct administrative investigations into allegations of wrongdoing covering the planning of an investigation, conducting interviews, collecting and securing different types of evidence, summarizing findings.
- Write Case Closure Notes, Case Assessments, Investigation Reports, and Investigation Closure Reports.
- Demonstrate knowledge of investigative policy, standards and practices in line with the Uniform Principles and Guidelines for Investigations.

F. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change and receiving feedback.

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact, and People Management - managing competencies and ability to improve performance, satisfaction, and mentor staff.

Functional Skill Set:

- Excellent knowledge of investigations, legal frameworks and organizational policies.
- Ability to be a part of a team and be a self-starter.
- Excellent interviewing skill and attention to detail.
- Excellent research, analytical, and problem-solving skills, ability to analyze complex fact patterns, identify risks, and provide recommendations.
- Ability to plan work and manage conflicting priorities for self and others,
- Excellent communication skills, both oral and in writing, and ability to draft and edit clear and concise reports in English, and effectively convey investigative findings.
- Ability to handle sensitive relationships with tact, integrity, and discretion.
- Adaptability and cultural sensitivity - ability to work in diverse environments and adapt audit practices to different operational contexts and culture.

G. Background Information

Information on the receiving office:

OAIS is an operationally independent office of UNFPA and reports to the Organization's Executive Director. It is responsible for supporting the achievement of UNFPA's objectives by contributing to improvement of the Organization's operations, risk management, and results, through its internal audit, investigation, and advisory services. OAIS solely performs, manages, or authorizes others to carry out these services.

The Investigations Branch of OAIS conducts investigations in compliance with the Staff Rules and Regulations of the United Nations, the OAIS Charter, the UNFPA Disciplinary Framework, the UNFPA Oversight Policy and the Uniform Principles and Guidelines for Investigations, as endorsed by the 10th Conference of International Investigators, held in June 2009. It is also guided by jurisprudence of the United Nations Dispute and Appeals Tribunals and best practices for investigation, as adopted by counterpart investigative bodies.

The JPO will be working on delivering the Investigations Branch approved workplan which includes reduction of the overall backlog of cases, the establishment of a digital forensic service, the codification of the OAIS sexual misconduct investigative strategy, and a thematic focus on commodity diversion.

OAIS has 27 international staff and three national staff.

Family / Non-family Duty Station – means that you are not allowed to bring any family members:
New York is a Family Duty Station.