

Job Opening

Posting Title:	Investigator
Job Code Title:	INVESTIGATOR
Department/Office:	OFFICE OF INTERNAL OVERSIGHT SERVICES
Duty Station:	ENTEBBE
Posting Period:	04 August 2016 - 02 October 2016
Job Opening Number:	63860
Staffing Exercise	N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Special Notice

This position is funded for a finite period of one year. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Org. Setting and Reporting

This job opening is being issued for a position in the Investigations Division (ID) of the Office of Internal Oversight Service (OIOS) at the United Nations Regional Service Centre in Entebbe (RSCE) in Uganda. The incumbent will report to the OIOS Chief of Section in Entebbe. The incumbent will be required to travel to remote locations, at times for extended periods, to manage and conduct investigations. OIOS is an independent office reporting to the Secretary-General and the General Assembly. ID/OIOS investigates reports of possible violations of rules or regulations, mismanagement, misconduct, waste of resources or abuse of authority.

Responsibilities

Within delegated authority, the incumbent is responsible for the following duties:

- Plans, organizes, conducts and manages investigations of alleged misconduct, malfeasance, mismanagement, fraud, corruption, waste of resources, sexual exploitation and abuse (SEA) or alleged violations of UN Rules, Regulations and pertinent administrative issuances.
- Participates within a team of investigators to gather evidence; prepares evidence for disciplinary bodies; obtains and reviews relevant documentation; conducts interviews and takes statements; analyzes facts, determines findings and formulates recommended disciplinary and jurisdictional actions; gathers and analyzes electronic evidence.
- Determines whether matters involve potential fraud, corruption or other illegal or criminal conduct warranting referral to national authorities.
- Prepares complete and concise investigation reports and conducts post investigation tasks.

- Works collaboratively and in coordination with colleagues to achieve organizational goals in accordance with ID/OIOS standard operating procedures and in compliance with organizational regulations and rules.

- Performs other duties as required.

Competencies

PROFESSIONALISM: Knowledge and understanding of the theories, concepts and approaches relevant to investigations; knowledge of investigation case management and administration; ability to gather evidence and interview suspects and witnesses; good research, analytical and problem-solving skills; ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of given assignments; ability to plan own work and manage conflicting priorities; ability to gather and analyze electronic evidence; ability to draft/edit, in English, a variety of written reports, especially with respect to the preparation of complex reports of investigation; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's degree or equivalent degree) in law, international law, criminal investigation, police studies or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. A combination of a first-level university degree in the aforementioned field together with formal qualifications and/or certifications in investigations (military, police, federal/national intelligence agencies) and two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. Formal qualifications and/or certifications in Investigations (pursuant to a course of study, training and examinations of a state/national law enforcement institution, a national military academy or a federal/national intelligence service training institution, supplemented with professional development courses and/or certifications involving study, training and examinations in investigatory work) in combination with four additional years of qualifying work experience may be accepted in lieu of the first-level university degree.

Work Experience

A minimum of five years of progressively responsible experience in investigatory work is required. Experience with international investigation activities is desirable. Experience with an international or multilateral public institution is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Assessment

Evaluation of qualified candidates may include an assessment exercise, which may be followed by a competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.