



Issued on: 30 March 2016

Deadline For Application: 20 April 2016

POSITION TITLE:	Investigator (IT Forensic)	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Office of the Inspector General, OIG	DUTY STATION:	Rome, Italy
	Investigation Team	DURATION *:	Fixed-term: 2 years with possibility of extension
		POST NUMBER:	0012823
		CCOG CODE:	1.A.21

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 functions entails frequent travel.

The post is based in Rome.

Reporting Lines

The Investigator (IT Forensic) reports to the Senior Investigator.

Technical Focus

Plan, organize and conduct IT forensic investigation 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

- Plans and conducts IT forensic investigative activities in cases of violation of policies, procedures and applicable rules and regulations under the supervision and in coordination with investigative staff, and in accordance with applicable rules, policies and procedures;
- Manages and performs comprehensive technical analyses electronic evidence such as e-mail messages, accounting software, various databases, and information stored on other electronic devices (e.g. mobile phones, tablets, etc.) using specialized computer forensic software and hardware (e.g. EnCase Forensic, X-ways, FTK or similar);
- Provides computer forensics services including recovery, acquisition, analysis, and preservation of electronic data from IT resources;
- Contributes to interpretation of forensic data, prepares detailed forensic reports, and other output presenting results, including in non-technical language, as appropriate ;
- Preserves and manages electronic data using best industry practice in a forensically sound manner;
- Participates in preliminary reviews and investigations into allegations of fraud and unsatisfactory conduct, and collaborates with investigative staff;
- Advises OIG management and staff on observations and lessons learned, in the course of IT forensic work, on the adequacy, efficiency and effectiveness of the Organization's information technology controls;
- Supports OIG management and staff on IT audit matters, when requested, on technical aspects in support of the planning and conduct of IT audit matters;
- Liaises within OIG and with the IT Division to provide input into corporate technology or information security policy decisions which might support or impact OIG investigation activities;
- Maintains effective liaison with the IT Division and other relevant FAO offices regarding Division specific cases and with external and UN investigators on cases/issues of mutual concern;
- Keeps abreast of new technologies, digital industry standard tools, policies and practices as they pertain to investigative work in order to identify gaps and areas of improvement in OIG's work;
- Participates in awareness and training activities on the prevention, detection and reporting of fraud and corruption in FAO, and provides training to Investigations Team colleagues on IT forensic basics in connection with investigative activities;

- Drafts standard operating procedures and guidelines for recovery, seizure, management, preservation and archiving of electronic evidence, forensic analysis and forensic reports;
- Performs other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in information technology, computer science or other related field (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 computer forensics, information technology or related fields including investigatory work in law enforcement, government, national or international investigation agency
- 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 performing IT forensic investigations
- Extent and relevance of experience in recovering and analyzing electronic evidence in a forensically sound manner
- Extent and relevance of experience in using specialized IT forensic tools and software
- proficiency in drafting clear and concise reports in English is considered a strong asset and to communicate complex technical information to non-technical colleagues in a simple manner.
- Proficiency with specialized computer forensic software and hardware (e.g. EnCase Forensic, X-ways, FTK or similar).

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/i-recruitment-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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