



Investigations Officer P2

We are seeking to fill the position of Investigations Officer at the P2 level, which will be based in the Office of Inspections and Investigations at our Headquarters in Rome, Italy. The position requires frequent travel outside of Italy in our field operations at country level.

The ultimate goal and mission of the Office of Inspections and Investigations (OIGI) is to conduct independent investigations into allegations of misconduct involving WFP staff, contractors and other applicable persons.

Under the supervision and direction of the OIGI Director or his delegate, the Investigations Officer will generally be responsible for the following duties:

- Carry out office and field based investigations into allegations of violations of policies, procedures, standards, guidelines, and applicable rules and regulations;
- Review and assess complaints and allegations, formulate investigation plans, review and analyse all information to determine its relevance and reliability, conduct interviews of staff and other involved parties, obtain and analyse potential documentary and electronic evidence, conduct investigative research, and determine the appropriate presentation of investigative results;
- Offer guidance and advice to staff on matters pertaining to the investigation of wrongdoing and direct staff appointed by field offices to conduct investigations into allegations of such acts;
- Work and coordinate closely with the other control and monitoring functions as appropriate;
- Prepare, plan, record interviews, reports and ad hoc briefs pertaining to investigations;
- Prepare recommendations for corrective action and improved controls, effectiveness, or efficiency of WFP operations based on the findings of investigations;
- Assess the potential for fraud and corruption in operational activities and make recommendations;
- Ensure that appropriate actions and initiatives are adopted to promote and enhance the integrity of WFP's operations;
- Regularly appraise progress of investigations and assess probable impact of investigation outcome relative to strategies and advise colleagues;
- Participate in the development or develop the office's policy and procedural framework and best practices and other lessons learned from investigative work;
- Coordinate with local officials, governments, and outside organizations and obtain internal support (transport, interpreters, etc.) to resolve problems and to facilitate work of the team;
- Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make the necessary recommendations. Periodically monitor the management of risks and report on any actions taken;
- Perform other related duties as required.

Qualifications & Experience Required

Education:

- University degree in Law, Accounting, Audit or other relevant fields.

Experience:

- At least three years of postgraduate progressively responsible professional experience related to investigations, with a proven track record in planning, leading and executing investigations;
- Previous experience in conducting investigations with a UN organization or international financing institution and working in developing countries is an asset.

Technical Knowledge and Skills:

- Full and in-depth knowledge of all aspects of investigations especially in an international environment;
- Demonstrated knowledge of investigations and ability to identify key investigation issues and provide in-depth analysis with well formulated recommendations;
- Good understanding of linkages between policy and operational practices;
- Thorough knowledge of accounting principles and practices and of UN staff rules and procedures is an asset.

Competencies:

- Mature judgment, strong technical, analytical, interpersonal and communications skills; Resourcefulness, initiative, maturity with ability to work independently;
- Excellent planning and organizational skills;
- Proven ability to develop and maintain effective working relations with officials at all levels and of all backgrounds.

Language:

- Fluency in oral and written English with an intermediate knowledge of another official UN language (Arabic, French, Spanish, Russian and Chinese) or Portuguese (one of WFP's working languages).

Non-Rotational Nature

Mobility is and continues to be a core contractual requirement in WFP. This position is however classified as "non-rotational" which means the incumbent shall not be subject to the regular reassignment process unless the position is reclassified as rotational.

Terms and Conditions

Selected candidate will be employed on a fixed-term contract with a probationary period of one year. He/she will be required to travel frequently to our field operations, which are located in over 70 countries in the world, mainly in developing countries. Travel requirements are often on ad hoc basis and are of irregular frequency. On average, each trip lasts two to three weeks.

WFP offers an attractive compensation and benefits package, including basic salary, post adjustment, relocation entitlement, travel and shipment allowances, 30 days' annual leave, home leave, an education grant for dependent children, pension plan and medical insurance. For more details please visit icsc.un.org

Deadline for applications: 6 May 2015

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.

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