UNITED NATIONS CHILDREN'S FUND
Investigation Manager (P4)

I. Post Information

Job Title: Investigation Manager **Supervisor Title**: Chief, Fraud Team **Organizational Unit**: OIAI – Investigations, Fraud Team **Post Location:** Budapest, Hungary	**Job Level:** P-4 **Job Profile No.: 111349** **CCOG Code**: 1A21 **Functional Code:** **Job Classification Level:**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does - in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that **all** children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life - in its social, political, economic, civic and cultural dimensions - her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens - addressing inequity- not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job Organizational Context:

The Office of Internal Audit and Investigations (OIAI) conducts investigations to examine and determine the veracity of all allegations received concerning corrupt and fraudulent practices and allegations of misconduct that involve UNICEF staff, consultants, non-staff personnel and institutional contractors. OIAI's investigations cover all forms of misconduct including but not limited to: fraud; corruption; workplace harassment; sexual harassment; abuse of authority; and failure to observe prescribed regulations, rules, relevant administrative issuances and standards of conduct.

Investigation Managers at the P4 level are authoritative experts in the field of investigations. These positions are not only responsible for conducting investigations but are also responsible for regularly supporting senior management in policy direction and design. Accordingly, it is expected that they, in addition to being experienced and competent investigators, can develop original and innovative means to help advance the profession and also tackle highly complex matters that do not follow established patterns.

The OIAI Fraud Team conducts assessments and investigations in relation to allegations of fraud and corruption which comprise a significant proportion of all reports to OIAI. The team reviews all incoming reports of fraud and corruption and is responsible for the documented assessment

of cases, identifying priority matters for investigation and pursuing timely, effective administrative investigations into matters implicating UN staff and other personnel, implementing partners, vendors and consultants. The Fraud Team's investigative mandate is not limited to fraud and corruption, noting that cases may involve allegations of additional misconduct. The mandate of the team extends to identifying and pursuing opportunities for proactive investigations and interventions, as well as providing advisory recommendations to UNICEF on identified fraud and other risks.

Purpose of the Job:

Under the guidance of the Chief of the Fraud Team, the incumbent conducts case assessments, considering if the report is within OIAI's mandate, and whether the matter is appropriate for investigation or can be addressed by other means. The incumbent investigates cases of alleged misconduct by impartially establishing facts based on evidence gathered from available sources. Such evidence may be inculpatory or exculpatory, and the incumbent is expected to identify appropriate lines of enquiry as part of administrative, fact-finding investigations and assessments.

The incumbent of the post must be able to operate independently and to the highest standards of impartiality and integrity as investigation cases may lead to the imposition of disciplinary measures on individual staff members, and/or the imposition of sanctions and remedial measures for vendors and implementing partners.

The incumbent must be able to plan and implement administrative investigations and manage a high workload with competing demands and ensure that cases are concluded expeditiously and to the highest professional standards. As such, sound judgement and the ability to objectively identify, secure, manage and evaluate evidence are required.

NOTE: This post is based in Budapest, directly reporting to the Chief of the Fraud Team based in New York. The incumbent will be expected to travel as part of the role, sometimes at short notice and to difficult duty stations.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Case Assessment

- Undertake preliminary assessments, to include initial triage of new reports, identifying cases requiring immediate action to secure evidence, developing information through analysis, information requests and interviews, and producing case assessments with appropriate recommendations for disposal or further action.

- Conduct the screening and preliminary assessment of allegations, determining whether they are receivable, and deciding the possible scope of investigation if warranted, making recommendations to the Chief of Investigations on whether to open an investigation, or other possible courses of action, and the parameters of proposed investigations.

- Identify trends, patterns and opportunities for proactive investigation activities.

2. Management of Investigations

- Under the guidance of the Chief of the Fraud Team, plan, conduct and manage investigations, identifying appropriate and proportionate avenues of enquiry and investigative techniques and assisting in identifying the scope of investigations.

- Conduct as appropriate victim, witness and subject interviews in furtherance of investigations and assessments.

- Produce timely, accurate, concise, clear and well-articulated reports to include case assessments, case summaries, Notes for the Record, Investigation Reports, Closure Reports, Advisory Reports and other reports and documentation as required. Reports should be supported by evidence, with appropriate references and citations and contain reasoned, evidence-based findings, conclusions and recommendations as appropriate.

- Ensure that case files are updated and all relevant exhibits and documents are uploaded to the OIAI Case Management System with appropriate filing, references and exhibit names, in accordance with OIAI guidance and procedures.

- Prioritize and plan activities to ensure that competing case demands are appropriately addressed.

- Where appropriate, plan, conduct and lead investigation field missions, liaising with Country Office personnel and external parties to pursue field investigations.

3. Reporting and Presenting

- Prepare and/or review reports including Investigation Reports, closure memoranda, Closure Reports, Advisory Reports and referrals for approval by the Deputy Director Investigations and transmission to the Department of Human Resources (DHR), Department of Finance and Administrative Management (DFAM), Administrative Law Unit, line management, the UNICEF Vendor Review Committee, Implementing Partner Review Board and/or other UNICEF units and offices as appropriate.

- Provide clear documentary and verbal briefings, including case updates, to the Chief of the Fraud Team, Deputy Director Investigations and other managers as appropriate.

- Provide briefings, outreach and awareness presentations to UNICEF personnel and external parties, including on the work of OIAI, the Fraud Team and fraud awareness as appropriate, particularly during field missions.

IV. Impact of Results

The incumbent of the post is first and foremost an experienced investigation practitioner, capable of exercising sound judgement based on the facts of a case to arrive at well-reasoned findings and recommendations. This experience and judgement will manifest itself in the expeditious pursuit of investigations and the appropriate and timely finalization of cases.

S/He plans and conducts sensitive and sometimes complex investigations, which require analysis of a broad range of subjects in the course of detecting fraud and other misconduct. In doing so, s/he establishes the validity and accuracy of allegations, identifies valid lines of investigation and concludes such investigations expeditiously by producing accurate, well-presented written reports. Such work greatly influences the course of the investigation and enhances the ability of UNICEF senior leadership to take appropriate action as required.

The incumbent will identify themes and issues from investigations pertinent to the wider Organisation and present these for consideration by senior management, along with appropriate, considered recommendations.

V. Competencies and level of proficiency required (based on UNICEF Competency Profiles)	
Core Values ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability ▪ Care	**Core competencies** Demonstrates self-awareness and ethical awareness (1) Works collaboratively with others (1) Builds and maintains partnerships (1) Innovates and embraces change (1) Thinks and acts strategically (1) Drive to achieve impactful results (1) Manages ambiguity and complexity (1)

VI. Skills

Technical

- Authoritative knowledge of the techniques, methodologies and strategies required to conduct investigations is ESSENTIAL. The incumbent should have significant practical investigation experience, including but not limited to investigative interviewing, the identification, recovery and management of evidence and the production of high-quality, evidence-based investigative reports;

- Recent practical experience in the management and leadership of investigations is ESSENTIAL, including identifying the parameters of investigations and securing best evidence;

- Significant experience in the pursuit, management and leadership of administrative investigations is ESSENTIAL. Experience in administrative investigations within the United Nations system or international organization is DESIRABLE;

- Excellent drafting, editing, report writing and presentation skills are ESSENTIAL; proven ability to clearly and concisely prepare, present, discuss and defend issues, findings and recommendations and to produce complex and compelling briefs and reports;

- Practical understanding and proven track record in the use of investigative techniques is ESSENTIAL, including but not limited to forensics, digital forensics, data analytics, open-source enquiries, victim, witness and subject interviews;

- Analysis and problem-solving skills are ESSENTIAL: ability gathering, analyzing and synthesizing information from multiple sources and/or perspectives to make clear, timely and well-reasoned decisions and recommendations, and to provide analysis in qualitative and quantitative form.

Interpersonal and Communication

- Highest levels of tact and discretion to conduct sensitive, complex investigations; and to establish and maintain trusted partnerships.

- Capacity to interact openly, honestly, and professionally with individuals and in teams from a wide range of cultures and staffing levels - in and out of the division.

- Ability to present complex matters clearly and concisely in verbal and written form is ESSENTIAL.

Managerial

- The ability to allocate appropriate time and resources for successful achievement of goals and foresee risks and allow for contingencies when planning.

- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required, and develop the scope and parameters of investigations.

Strategic

- Experience and ability to help design and implement targeted and innovative investigation techniques, tools and policies.

VII. Recruitment Qualifications

Education:	An advanced university degree in law, forensic science, or another field pertinent to the role is required. (A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree)
Experience:	A minimum of eight years of practical, professional experience in undertaking and managing investigations is required. Investigation experience in the United Nations or other international organizations is an asset. Experience in fraud and corruption investigation is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language is considered as an asset