Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	HQ
Category:	IP (International Professionals)	Country:	Hungary
Reason for Classification:	Revised responsibilities	Duty Station:	Budapest
Level:	P-2	Office:	Office of Internal Audit and Investigations
Title:	Investigation Officer	Section:	Investigation
Title Information in Parenthesis:		Unit:	
CCOG Code:	1A21a	Case Number:	
UNICEF Code:	AUD	Post Number:	86112

Organizational Context:	The Office of Internal Audit and Investigations (OIAI) is an independent office reporting to UNICEF's Executive Director and the Executive Board. The Investigations Service investigates reports of possible violations of rules or regulations, mismanagement, misconduct, waste of resources or abuse of authority. The position is located in Budapest, under the general guidance of the Chief of Investigations, the incumbent assists and supports the Investigations Section in the planning, organization and conduct of investigations into allegations of misconduct and other wrongdoing in or affecting UNICEF. This will include conducting and supporting investigations into sensitive and complex matters, including sexual misconduct matters, specifically Sexual Exploitation and Abuse and Sexual Harassment (SEAH) in accordance with applicable UNICEF policies, procedures, and victim-centered principles. The Investigation Officer will also support the day-to-day operational and specialized activities of the investigation function, to enhance the smooth running of incumbent's section. Successful performance in this role contributes to thorough, accurate and timely investigative work, supporting the determination of accountability and enabling appropriate management, disciplinary, administrative or referral action. The Investigation Officer is accountable for applying relevant administrative rules, investigative procedures, and evidentiary standards in support of investigations conducted by OIAI.
Purpose of the Job:	The Investigation Officer is accountable for applying a broad range of specialized administrative rules and procedures in carrying out assigned investigative functions and in the performance of the role supporting the senior staff member and the section served. The Officer's work contributes to thorough, accurate and well-documented investigative outputs that assist in the determination of accountability, support management decision-making and may be used in the context of ongoing investigations and related services.
Key functions, accountabilities and related duties/tasks:	Summary of key functions/accountabilities: - Participate as a member of a team of investigators and assist with the planning, organization and conduct of investigations into alleged misconduct, malfeasance, mismanagement, fraud,

	corruption, waste of resources, abuse of authority, retaliation, harassment, sexual exploitation and abuse, sexual harassment, or other violations of United Nations and UNICEF regulations, rules, policies and pertinent administrative issuances. - Conduct, and assist in conducting, interviews, obtaining statements, reviewing documentation, and analyzing information and evidence. - Search for, gather, record and preserve all potential or relevant evidence, including in electronic format, ensuring that appropriate chain of custody and evidence handling procedures are followed. Assist in determining whether matters involving potential fraud, corruption, or other illegal or criminal conduct warrant referral to national authorities. - Conduct research on assigned issues using investigation files, and alternative sources, to establish and verify facts, identify relevant provisions and precedents, and support the drafting of statements of findings and analysis of respondent replies and other investigation related documents. - Participate in field missions for the purpose of conducting investigations, including sensitive interviews and evidence-gathering activities. - Draft or contribute to complete and concise investigation reports, closure reports, memoranda, interview records, notes for the file, correspondence and other investigation related documentation. - Assist with post-investigation tasks, including case closure actions, evidence management, referrals, and preparation of materials for disciplinary, administrative or managerial action tasks. - Draft, edit, proofread and finalize for review, signature or approval a variety of correspondence, reports, briefing notes and other communications related to investigations work. - Perform other duties as required.
Impact of Results:	The Investigation Officer is accountable for applying a broad range of specialized administrative rules and procedures in the performance of the role supporting the senior staff member and the section served. Success provides through, accurate and well performed contributions allowing for the determination of accountability, thereby supporting subsequent decisions by the management and possible use within the context of the investigations conducted and the overall service. When supporting field missions, the Investigation Officer will contribute to assessing the validity and accuracy of allegations of alleged misconduct, malfeasance, mismanagement, fraud, corruption, waste of resources, abuse of authority, retaliation, harassment, sexual exploitation and abuse, sexual harassment, or other violations of United Nations and UNICEF regulations, rules, policies and pertinent administrative issuances. The Officer's work may influence the direction of the investigation, the assessment of evidence and the establishment of relevant facts.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability 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)
Recruitment Qualifications:	Education requirement: Bachelor's degree or equivalent (First Level University Degree) in law, criminal investigation, or a related field.

	Experience required: A minimum of two (2) years of relevant work experience in legal activities, investigations, fraud, abuse of authority, mismanagement, harassment, retaliatory actions, sexual exploitation and abuse, sexual harassment. Language requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	Yes
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	Yes
The selected candidate for this position will be required to engage with vulnerable children:	Yes
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:

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