Senior Investigation Specialists for the UNHCR-DRC Investigation Specialist Roster

Pool of positions: 10 – 15 Senior Investigation Specialists (INV Specialist)

Background Information
The United Nations High Commissioner for Refugees (UNHCR) has more than 947 implementing partners across the globe. Out of this number, 733 are from an NGO background (78% are NGOs). The Danish Refugee Council (DRC) is a private international humanitarian organization, working through its own offices in 36 countries around the world to assist displaced persons find protection and durable solutions. The DRC is among UNHCR’s implementing partners carrying out activities such as Camp Management, Protection, Water and Sanitation, Community Services, Livelihood, in several countries worldwide.

In order to achieve strengthened accountability and quality of performance on the part of UNHCR’s NGO partners, a roster of investigation specialists is being established. The roster will comprise persons with substantial and specialized investigative background and experience, available on short notice to carry out investigations into allegations of staff misconduct. It will be available to both UNHCR and UNHCR’s NGO partners in order to secure that allegations of misconduct are expeditiously pursued, and the necessary investigations are carried out.

UNHCR has awarded the implementation of the roster to the DRC, which will establish and administer the UNHCR-DRC Investigation Specialist Roster. Close cooperation, coordination and consultation will be maintained with the UNHCR Investigation Service, the Inspector General’s Office (IGO) in Geneva.

Overall Responsibilities: INV Specialist
The Investigation Specialists will be responsible for conducting investigations into allegations of misconduct, such as mismanagement, fraud, corruption, retaliation on whistle blowers, workplace harassment, abuse of authority, sexual harassment and abuse, violations or willful disregard of regulations, rules, and administrative instructions, which involve personnel, contractors and other applicable persons to the UNHCR.

Functional Responsibilities
For cases assigned to him or her, the specialist will:

- Plan, conduct, and manage initial reviews, preliminary assessments and/or investigations of alleged misconduct, or violation of the Organization's policies and procedures.
- Prepare proposed work plans for review and approval.
- Gather, seize and analyze all relevant evidence (documentary, physical, electronic, etc.), documenting the process in accordance with the organizations chain of custody and other requirements. Organize complex and voluminous records and documents.
- Conduct interviews of complainants, witnesses and subjects, draft records of conversation, which shall be reviewed and signed by the interviewee. Subject and other relevant interviews shall be electronically recorded.
- At the completion of the assignment, prepare a detailed report in accordance with the organization's Investigation Guidelines. The report comprises the complete administrative record and includes references in footnotes to all supporting information and evidence (documentary and testimonial). The report sets forth
the findings, supporting evidence, analysis and evaluation of the evidence, as well as recommendations for next steps.

- Where needed, provide post-report support and conduct legal and public sources research.
- Perform other related duties as required.

**Qualifications**

Relevant candidates must have:

- A first-level degree in a relevant area or a relevant professional qualification plus practical experience is required. At least five years of progressively responsible experience in professional investigatory work, law enforcement, criminal investigations or related fields. Experience at the international level desirable.
- Proven ability to gather and analyze evidence, including electronic evidence, and interview subjects and witnesses.
- Ability to organize voluminous amounts of documents, plan own work and manage conflicting priorities.
- Proven ability to quickly and accurately analyze, assess and summarize investigation findings, observations and recommendations.
- Excellent English writing and communications skills; proven ability to communicate complex concepts in writing, including investigation reports in English. The ability to communicate in Arabic, French and/or Spanish is an additional advantage.
- Expert knowledge, understanding and experience in the field of corruption, fraud, and investigations.
- Knowledge of UN policies, procedures and operations is an asset.

**Terms and conditions**

Availability: From 1st of November, 2014.

Terms and conditions for contracting with a specialist from the UNHCR-DRC Investigation Roster will be arranged according to the rules and procedures of the contracting organization, who is requesting the specialist.

International travel to offices, including field missions, may be required depending on the case. Such travels could include missions to hardship duty station.

**Application process**

Interested candidates who meet the above mentioned requirements should apply by submitting their applications – consisting of a Cover letter and an Updated CV no longer than 4 pages including contact details of 3 professional referees— to: www.drc.dk > Vacancies >Current vacancies (click on the vacancy, then on Apply at the bottom of the window that opens).

Please submit your application in English, **no later than 5th of October, 2014.**

All applications will be reviewed through a fair process of selection. Please note that only short-listed applicants will be contacted.

**Further information**

For additional information on the roster, contact Susanne Brokmose at Susanne.brokmose@drc.dk or Fatima Mohammed at mohammef@unhcr.org.