



Issued on: 26 August 2013

Deadline For Application: 25 September 2013

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POSITION TITLE:	<b>INVESTIGATOR</b>	GRADE LEVEL:	<b>P-3</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>OFFICE OF THE INSPECTOR GENERAL</b>	DURATION *:	<b>Fixed Term: 2 years</b>
		POST CODE/N°:	<b>2001050</b>
		CCOG CODE:	<b>1.A.21</b>

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
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.**

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#### **DUTIES AND RESPONSIBILITIES**

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Under the overall guidance of the Inspector-General and the supervision of the Senior Investigation Officer, the incumbent will play role in planning, organizing and conducting preliminary and full investigations into allegations of employee misconduct and procurement fraud. In particular, the incumbent will:

- review and assess complaints and allegations, to determine their relevance and reliability, conduct interviews of staff and other parties involved, obtain and analyze potential documentary and electronic evidence, and determine the appropriate presentation of investigative results;
- collaborate with senior investigative staff in more complex investigations;
- prepare and edit required written outputs of the highest quality with logical and clear presentations of investigative findings. Written outputs include investigative plans, records of interviews, and investigative reports;
- analyse information, prepare investigative reports presenting facts, circumstances, and conclusions and recommendations to support management decisions regarding any disciplinary or corrective action;
- liaise with relevant FAO Departments and Offices on issues raised by investigation cases and reports;
- assess the potential for fraud and corruption in operational activities and recommend investigations and corrective actions to minimize the risk of commission of such violations;
- participate in the development of the Office's policy and procedural framework of best practices;
- advise FAO staff and partners on FAO policies and procedures on anticorruption and participate in awareness and training activities on the prevention, detection and reporting of fraud and corruption in FAO activities and operations;
- perform other related duties as required.

#### **MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

- University degree in Law or in a subject associated with investigations or other university degree in combination with qualifying experience in public sector investigations
- Five years of relevant experience in fact-finding/investigatory work preferably, but not limited to, misconduct by employees, suppliers and partners organizations, including fraud and other forms of corruption, using investigation techniques and procedures
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

#### **SELECTION CRITERIA**

*Candidates will be assessed against the following:*

- Extent and relevance of experience in investigations including employee misconduct, procurement fraud and corruption. Experience gained in an international setting is considered a strong asset
- Excellent communication skills, both oral and in writing, and ability to write clear and concise investigative reports in English
- Capacity to work effectively in a team, including leading the team as necessary, in particular in an international and multicultural environment
- Ability to analyse relevant legal and procedural issues, and documentary and financial evidence
- Extent and relevance of academic qualifications

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

*\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments*

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#### **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

**In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.**

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**