

United Nations JPO Programme



Code#:

Submitted by: _____

Name: Sophia Richter

Title: Administrative Officer

Duty Station: New York, USA

Agency/Unit: OIOS/ID

Email: richters@un.org

I have no objections to share my contact information with the candidate/donor I agree I disagree

Signature: _____

Date _____

[Handwritten signature]

10/12/18

Mandatory for field positions: please indicate an HR focal point/ administrative contact person in the field duty station

Name:

Title:

Email:

Approved by (If different from above): _____

Name: Ben Swanson

Title: Director

Duty Station: New York

Agency/Unit: OIOS/ID

Email: swanson1@un.org

Signature: _____

Date _____

[Handwritten signature: Ben Swanson]

16. 10. 18

** Donor countries expect receiving offices to provide supervision and office space for JPOs. In order to host a JPO, receiving offices will need to liaise with their own Executive Office in connection with the provision of office space including Computer, Telephone and UN Email address.*

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Associate Expert)

I. General Information

Title:

JPO in Investigations

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):
Investigations

Organization/Office:

United Nations Office of Internal Oversight Service, Investigations Division

Duty Station:

Vienna, Austria

[Non-Family Duty Station: yes / no X]

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Direct Supervision by:

James Finniss

Title of Supervisor:

Deputy Director

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

This position is located in the Vienna Office of the Investigations Division of the Office of Internal Oversight Service. The position reports to the Deputy Director or to the Chief of Section and within delegated authority, the Associate Investigator may be responsible for the following duties:

- Assists in the conduct of investigations in cases involving serious allegations of misconduct, malfeasance, mismanagement, waste of resources, abuse of authority, violations of UN Rules, Regulations and pertinent administrative issuances and cases of sexual exploitation and abuse;
- Participates in a team of investigators and carries out investigative tasks and activities;
- Assists in conducting interviews and obtaining statements; analyzing information;
- Searches for, gathers and analyzes evidence, including in electronic format;
- Recommends whether matters involve potential fraud, corruption or other illegal or criminal conduct warranting referral to national authorities;
- Participates in the preparation of concise investigation reports, together with findings and recommendations and related disciplinary and jurisdictional actions, as well as evidence and materials to support such actions and conduct of post investigation activities;
- Works collaboratively and in coordination with colleagues to achieve organizational goals in accordance with standard operating procedures and in compliance with organizational regulations and rules.
- Performs other duties as required.
- Provides well researched and sound analysis of issues and developments affecting criminal investigations.
- Provides thorough, well-reasoned written contributions.
- Liaises and interacts with colleagues and concerned parties internally and externally, effectively, and in a timely manner.

The JPO will be primarily working on matters involving general investigations in Vienna, Geneva and other offices away from headquarters and field missions located in Europe, the Middle East and Asia. Therefore, the position may entail extensive travel to remote locations. Work may imply travel and frequent interaction with IT specialists, interpreters, translators, Legal Officers, local police/intelligence units, witnesses, and suspects.

IV. Qualifications and Experience

Education:

Advanced university degree in law, criminal investigation or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

Minimum of 2 years of progressively responsible experience in law, criminal investigations or related area.

Languages:

Fluency in English (both oral and written) is required. Knowledge of another official United Nations language is an advantage.

Other skills:

Computer skills required, Forensic skills would be an advantage.

UN competencies:

Professionalism: Knowledge of theories, concepts and approaches relevant to criminal and/or administrative investigations. Good research, analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems. Knowledge of various research methodologies and sources, including electronic sources on the Internet, intranet and other databases. Ability to apply good judgment in the context of assignments given, ability to gather evidence and interview subjects and witnesses. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes

responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to:

- General understanding of the structure and decision-making process of the UN
- Detailed understanding of independent investigations at the UN
- Detailed understanding of the internal justice system and juridical procedures of the UN
- Direct experience with planning and use of various investigation methodologies, data collection methods, witness interviewing, quantitative and qualitative data analysis, drafting components of UN investigation reports
- The ability to prepare and conduct a criminal investigation and draft a report

VI. Background Information

The Office of Internal Oversight Services (OIOS) is the internal oversight body of the United Nations, reporting to the Secretary-General and the General Assembly. OIOS promotes responsible administration of resources, better programme performance, and a culture of accountability and transparency.

The Investigations Division operates a Hotline on a 24-hour, confidential basis. The Division protects the confidentiality of all who exercise their right to make reports to the Division, whether the investigation substantiates the report or not. Systems and special controls have been established to limit the number of people who know the identity of the complainant on a need-to-know basis. In order not to jeopardize an investigation, the Division is mandated to have direct access to records, data, sites and staff without any hindrance or need for prior clearance. The Division also receives suggestions from staff members for improvements in working conditions and programme delivery.

The Investigations Division follows up on reports of possible violations of rules or regulations, mismanagement, misconduct, waste of resources or abuse of authority. When operations involve, e.g., large amounts of money or insecure locations, the Division can initiate its own investigation to assess the potential for fraud and other violations. It also provides investigation expertise and assistance to UN funds and programmes, which do not have independent professional investigators.

A separate independent investigations section has existed in the United Nations only since 1994. For almost five decades, the Secretary-General had few tools to gather evidence on criminal, illegal or improper conduct of UN staff members or contractors. It was, therefore, often difficult to conduct the type of inquiry, which would lead to successful corrective and administrative measures. Under OIOS, the Investigations Division has been developed into an organization staffed by highly skilled and committed men and women who probe allegations into, e.g., alleged payment of kickbacks, embezzlement of funds, serious and costly mismanagement or waste of the Organization's resources.

Due to its geographic situation, the Vienna Office of the Investigation Division is investigating possible violations of rules or regulations, mismanagement, misconduct, waste of resources or abuse of authority which occur in the regions of Europe, the Middle East and Asia.

