



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Chief, Investigations Division, P-5 Amman, Jordan

Deadline for Applications	24 October 2018 (10 October for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-HQ-AM-52

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

UNRWA's strategic objectives

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Do you want to make a lasting difference?

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, you will provide leadership, technical guidance and strategic management to UNRWA's investigation functions.

The main responsibilities include:

- In accordance with established procedures and guidelines, leading a team of experienced professionals in conducting and managing investigations of staff misconduct, including allegations of fraud and corruption, sexual misconduct, harassment and abuse of authority, as well as other violations of the Agency's regulatory framework throughout the Agency, applying and ensuring objectivity, impartiality and fairness throughout investigative processes in accordance with generally recognized international best practices, investigative standards and applicable international administrative law standards;
- Developing and enhancing guidelines for the conduct of investigations in the Agency including investigations policy, methodology and practices with regard to planning, implementation and reporting in accordance with international professional standards and best practices; reviewing and enhancing investigation procedures Agency-wide to ensure that they adhere to the highest international standards and best practices;
- Supporting investigations carried out by Field Offices and HQ Departments, including advising Field Office Directors and HQ Directors on whether allegations should be investigated; providing guidance on the conduct of such investigations and developing written guidance materials; developing investigations training and awareness programmes in coordination with other offices and conducting regular training to develop an investigation capacity within the Agency;
- Managing the Agency Case Management System, ensuring that all cases, including cases handled by Field Offices, are promptly, accurately, and completely entered, and overseeing timely reporting on investigation statistics for the Executive Office and other stakeholders;
- Supporting Agency initiatives and providing advice to management to ensure that the Agency's investigation policies, procedures and practices reinforce and promote the standards of accountability in conformity with related UN policies and frameworks; supporting the development and maintenance of mechanisms to report misconduct;
- Keeping abreast of wider UN issuances and international best practices and trends by liaising with professional peers, attending meetings and seminars, conducting research and analyzing the impact of such developments and issuances on the Agency's investigations strategies, policies and procedures; reviewing and updating the Agency's policy issuances accordingly.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$85,543** net tax free with post adjustment of **48%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

Additional information

The incumbent will be required to travel frequently and extensively in the Agency's area of operations in the Middle East.

To qualify for this position, you will need:

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| Education | An advanced university degree from an accredited educational institution preferably in law or related field; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree; |
| Work experience | At least 10 years of progressively responsible experience in applying internationally recognized investigation techniques of which three years should have been in managing a team of investigators and a further four years of in-depth experience in administrative investigations in the United Nations, or public sector (including prosecution or similar function) or a similar system, including a minimum of two years of relevant |

international experience outside one's home country;
Experience in implementing fraud and corruption controls;
Experience in interviewing and analyzing financial data for use in investigations;
Field experience in developing countries; knowledge of the law of the international civil service as relates to investigations, staff misconduct, including fraud.

Language(s) Excellent command of written and spoken English.

You will also need to demonstrate the following competencies:

- Formulating strategies and concepts;
- Deciding and initiating action;
- Leading and supervising;
- Relating and networking;
- Persuading and influencing.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For over 65 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: <https://www.unrwa.org/>

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

General information

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The retirement age for staff entering or re-entering service in the UN Common System after 1 January 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 27 September 2018/LAN