



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



Vacancy Announcement

Field Investigator

Deadline for Applications	03 October 2020
Contract Type	Fixed Term Appointment – 3 years
Grade	Grade 17
Vacancy Announcement Number	LF/36/2020
Duty Station & Department	Lebanon Field Office – Front Office (Investigations Unit)

UNRWA encourages applications from qualified women and 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 professionals like you.

UNRWA's human development goals

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions. UNRWA has identified four human development goals as the focus of the Agency's operations in committing to fostering human development of Palestine refugees by helping them to: lead long and healthy lives, acquire knowledge and skills, achieve decent standards of living and enjoy human rights to the fullest possible extent.

How can you make a difference?

You will be joining a team of around 3000 staff in the Lebanon Field Office working to foster the human development of registered Palestine refugees.

The main responsibilities include:

- Undertakes or coordinates as appropriate, investigations into alleged misconduct, malfeasance, mismanagement, fraud, corruption, waste of resources, abuse of authority, corporal punishment cases, SEA, allegations of child abuse and other types of misconduct or violations of UNRWA's regulations, rules and administrative instructions throughout the Field Office and its installations including, but not limited to, schools, health centers and camps, applying and ensuring objectivity, impartiality and fairness throughout the investigative processes in accordance with generally recognized international investigative standards and the Agency Investigation Policy and the Agency's Guide to Conducting Misconduct Investigations; assists with specific assignments in other Fields if required;
- Reviews and assesses complaints and allegations, formulates investigation plans, reviews and analyses all information to determine its relevance and reliability, conducts interviews with staff and other involved parties, obtains and analyses potential documentary and electronic evidence, conducts investigative research, and determines the appropriate presentation of investigative results;
- Prepares plans, records, interviews, reports and ad hoc briefings pertaining to investigations;
- Prepares recommendations for improved controls, effectiveness, and/or efficiency of UNRWA operations based on findings of investigations and regularly appraises progress of investigations and assesses probable impact of investigation outcomes relative to strategies and advice accordingly;
- Offers advice and guidance to UNRWA staff engaged in investigations designated by Field Office Directors as needed; prepares Terms of Reference for investigations, conducts review of investigation procedures to ensure due process requirements are met; reviews investigation reports to ensure correct procedures have been adhered to;
- Implements technical guidance received from DIOS in relation to Investigations and investigations reports; keeps abreast of developments in the area of investigations, including UN jurisprudence; provides and obtains assistance, investigative information, and facilitates cooperation with local government officials and other outside organizations as needed;
- Performs other duties as may be assigned by the supervisor(s).

Conditions of service

Fixed Term Appointment – Grade 17

Monthly basic salary USD 1,705.60 + USD 167 SPLA + 37.04% SOA (Special Occupational Allowance)

Other benefits include monthly Provident Fund contribution (15.2% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable).

To qualify for this position, you will need:

- Education** Advanced university degree in investigations, police studies, law, international law or a related field; OR
A first level university degree with a relevant combination of academic qualifications and experience in applying investigation techniques in criminal or administrative inquiries can be accepted in lieu of the advanced university degree;
Additional formal training and/ or certification in various law enforcement methodologies and/ or fraud examination or investigations;
- Work experience** In case of advanced degree, at least seven years of experience in the application of the knowledge acquired in above with progressively responsible professional experience in applying investigation techniques in criminal or administrative inquiries or working as a criminal or administrative attorney; OR
Otherwise, at least 10 years of experience in the application of the knowledge acquired in above with progressively responsible professional experience in applying investigation techniques in criminal or administrative inquiries or working as a criminal or administrative attorney;
Experience in drafting investigations reports
- Language(s)** Excellent command of spoken and written English and Arabic

You will also need to demonstrate the following competencies:

- Leading and Supervising
- Deciding and Initiating Action
- Planning and Organizing
- Following Instructions and Procedures
- Great sense of discretion, confidentiality and tact

Additional Information:

The incumbent will be required to forward reports and data to the Director DIOS upon request.

Who we are

For over 70 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: 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. All candidates are required to carefully fill the Personal History Form, bearing in mind that the information included in it must be true, complete and correct in all respects. Any misrepresentation or material omission would lead to the disqualification of the candidate, and any internal candidate would be liable to termination." Applications and amendments will not be accepted after the deadline of the vacancy announcement. 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. **Please ensure that the e-mail address that you will indicate in your Personal History Profile is accurate, candidates shortlisted for test or/and interview will only be contacted by e-mail. No follow up phone calls will be made.**

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.

Equivalency

Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

General information

This vacancy notice is open to internal and external candidates. **As an Area post, preference will be given to local candidates already based in the duty station of the post.** Only candidates residing in Lebanon with authorization to work in that duty station at the time of application are eligible to apply. The Agency will not assume responsibility or accountability to support or facilitate the issuance of work permit in the duty station, and without a valid work permit, the appointment may be rescinded".

During and after the completion of the recruitment process, candidate's request for review will be considered and looked into within 48 hours from the formal notification by UNRWA, request received after that will be ignored.

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

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: 24 September 2020