



unrwa  
الأونروا

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



## Vacancy Announcement

### Field Investigator , Grade 17/Band G

<b>Deadline for Applications</b>	17 January 2019
<b>Contract Type &amp; Duration</b>	<b><u>For Internal Candidate, (Grade 17):</u></b> Fixed-term appointment of 3 years including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need. <b><u>For External Candidate, (Band G):</u></b> Limited Duration Appointment of one year, Extension is subject to funds availability, continuing need and satisfactory performance.
<b>Vacancy Announcement Number</b>	01-01-2019
<b>Duty Station &amp; Department</b>	Office of DUO'G

**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 12000 staff in the Gaza Field Office working to foster the human development of some 1.57 million registered Palestine refugees in Gaza Strip.

Office of DUO'G

**In accordance with Agency policy and procedures, the ideal candidate will:**

- 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 centres 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**

**For Fixed-term appointment:**

- ✓ Monthly basic salary \$1,726.50, senior professional officer allowance 35% of basic salary, and monthly dependency allowance up to \$123.25.
- ✓ Contract Duration: Three years including 1 year probation period.
- ✓ Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- ✓ Leave: 36 days of annual leave for staff attending UNRWA duty stations with six-day working week. 30 days of annual leave for staff attending UNRWA duty stations with five-day working week.
- ✓ Pension: Provident Fund contribution
- ✓ Other conditions of service and benefits may apply

**For Limited duration Appointment:**

- ✓ Basic Salary: Monthly basic salary \$2,087.90 and monthly dependency allowance \$18.65 and Group Medical Insurance GMI \$12.00.
- ✓ Contract Duration: one year. Extension is subject to funds availability, continuing need and satisfactory performance.
- ✓ Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- ✓

- ✓ Leave: 2.5 days per month.
- ✓ Other conditions of service and benefits may apply.

### **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**
- At least seven years of experience in the application of the knowledge acquired in investigations, police studies, law, international law or a related field with progressively responsible professional experience in applying investigation techniques in criminal or administrative inquiries or working as a criminal or administrative attorney; **OR**
  - At least 10 years of experience in the application of the knowledge acquired in applying investigation techniques in criminal or administrative inquiries 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

### **Personal & Professional Competencies**

- UN Core Values of Professionalism, Integrity and Respect for Diversity and Core Competencies of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply;
- Leading and Supervising;
- Deciding and Initiating Action;
- Planning and Organizing;
- Following Instructions and Procedures;
- Great sense of discretion, confidentiality and tact.

### **Other Information**

- The incumbent will be required to forward reports and or other information to the Director of DIOS upon request.

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:** [www.unrwa.org](http://www.unrwa.org)

## **How to apply**

To start the application process, applicants are required to register at <http://jobs.unrwa.ps> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.ps> 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 interview will only be contacted by e-mail or SMS. 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.**

## **General information**

This vacancy notice is open to internal and external candidates.

**UNRWA encourages applications from qualified women and welcomes applications from qualified candidates with disabilities.** 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.

**As an Area post, preference will be given to local candidates already based in the duty station of the post.**

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: 3 January 2019