



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



Vacancy Announcement

Senior Field Investigator , Grade 18/ Band "H"

Deadline for Applications	17 January 2019
Contract Type & Duration	For Internal Candidates (Grade 18): 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. For External Candidates (Band H): Limited Duration Appointment of one year, Extension is subject to funds availability, continuing need and satisfactory performance.
Vacancy Announcement Number	02-01-2019
Duty Station & Department	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:

- Provides leadership and sets the strategic and operational direction for the activities of the field investigations office, plans, priorities and workflows; substantively contributes to revision, development and implementation of operational guidelines and procedures at the field level; monitors the budget envelope for the office to ensure efficient utilization of available resources; manages and supports the work of Investigators and such other staff as may be designated by the Field Director; assists with specific assignments in other Fields if required;
- Is the principal advisor for Field Office Director on investigations and offers advice and guidance to UNRWA staff engaged in investigations; leads and/ or conducts, 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, ensuring objectivity, impartiality and fairness throughout the investigative process in accordance with generally recognized international investigative standards and Agency Investigation Policy and Guide to Conducting Misconduct Investigations;
- Prepares or reviews 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; oversees the preparation of 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;
- Coordinates and manages the intake and handling of complaints by UNRWA personnel, beneficiaries and others, including those containing allegations that members of personnel may have engaged in misconduct, including preparation of periodic reports for the Field Director;
- Conducts intake interviews with respect to misconduct complaints, coordinates initial support to complainants as needed, takes appropriate action to secure and preserve evidence, and prepares the necessary submission to the (Field or HQ) Intake Committee; liaises as necessary with security and protection teams in the respective fields;
- Serves as Secretary of the Field Intake Committee, including preparing the agenda and related documentation, the minutes and related follow-up with the Field Director;
- Is responsible for the overall case management in the fields and oversees the field-specific data in the DIOS case management system (CMS), prepares periodic reports for the Field Director and, leads and coordinates outreach to personnel, beneficiaries and the wider community on the Agency's complaints mechanisms;
- Liaises with Programme Chiefs, Chiefs of Area Offices and other Department Heads with respect to all sorts of complaints pertaining to their respective programmes/departments, including complaints from vendors/suppliers (excluding complaints of alleged misconduct which should be directly channeled through the intake committee in the field or HQ), and follows-up to make sure that timely responses are provided in accordance with applicable provisions in the regulatory framework and quality standards;
- 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 \$1,856.10, senior professional officer allowance 50% 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 \$2,784.10 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;
- Additional formal training and/ or certification in various law enforcement methodologies and/ or fraud examination or investigations;

Work experience

- At least eight 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 eleven 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 data to the Director 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

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