

Position Title : **Associate Investigator**  
Duty Station : **Geneva, Switzerland**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **12 November 2023**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

The Office of the Inspector General (OIG), inter alia, undertakes investigations into alleged violations of IOM's regulations, rules, and relevant administrative instructions, such as but not limited to, fraud, theft and embezzlement, corruption, sexual exploitation and sexual abuse, abuse of privileges and immunities or of authority, workplace harassment, bullying, whistle-blower retaliation or other acts or omissions in conflict with the general obligations of IOM personnel. OIG is seeking applicants with experience in conducting such investigations of an administrative nature. The position requires international travel on an ad-hoc basis and of regular frequency.

Under the overall supervision of the Chief of Investigations and the direct supervision of a Senior Investigator, the Associate Investigator will be responsible and accountable for the following duties:

## ***Core Functions / Responsibilities:***

1. Participate in organising and carrying out office- and field-based investigations into allegations of violations of IOM's policies, procedures, standards, guidelines, and applicable regulations and rules in a timely and effective manner.
2. Contribute to the review and assessment of complaints and allegations, formulate investigation plans, and review all information to determine its relevance and reliability.
3. Plan, conduct and record interviews of staff and other involved parties, obtain, analyze and file potential documentary, electronic and forensic evidence and conduct investigative research.
4. Draft high-quality investigation and closure reports to present investigative results, prepare ad-hoc briefs and notes.
5. Contribute to the quality assurance reviews of written work products of unit's colleagues, as required.
6. Collaborate with other investigators and staff members to achieve Organizational goals, in accordance with OIG standard operating procedures and in compliance with Organizational Regulations and Rules. Participate to the regular evaluation of the progress of investigations and assessment of probable impact of investigation outcome relative to strategies.
7. Participate in outreach, training, and awareness initiatives.
8. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Law, Criminology, Forensic Accounting or a related field from an accredited academic institution with two years of relevant professional experience in investigatory work; or
- University degree in the above fields with four years of relevant professional experience in investigatory work.

### **Experience**

- Minimum two years (four years for bachelor's degree holders) of progressively responsible professional experience related to administrative or criminal investigations;
- Experience in interviewing persons for the purpose of fact-finding is required;
- Previous experience in conducting investigations of an administrative nature with an international organization or NGO, international financing institution or similar, and working in developing countries is a distinct advantage; and,
- Previous experience in investigating complex fraud and corruption, and/or gender-based violence and/or sexual exploitation and abuse and/or sexual harassment is a distinct advantage.

### **Skills**

- Demonstrated knowledge of investigative procedures, including in applying legal due process;
- Ability to conduct investigations with a victim-centred approach;
- Capacity to analyze complex fact patterns;
- Good drafting skills;
- Familiarity with basic concepts of electronic evidence and internet searches; and,
- Good organizational and planning skills.

## Languages

IOM's official languages are English, French, and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## Required Competencies:

**Values** - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**Core Competencies** – behavioural indicators level 2

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.
- **Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

## Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 12 November 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

### ***Posting period:***

From 23.10.2023 to 12.11.2023

### ***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2023 470 Associate Investigator (P2) Geneva, Switzerland (58435780) Released  
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