

Job Description: Director of Investigations

Job Title	Head of Investigations (Hol)
Grade Level	F
Contract Type	Open
Reporting To	Inspector General (IG)
Division	Office of the Inspector General (OIG)
Department	Investigations Unit
Job Family & Job Family Group	Institutional Compliance and Ethics OIG Audit and Investigation
Managerial Role	Yes
Role Summary*	<p>Reporting directly to the Inspector General (IG), the Head of Investigations (Hol) assists them in leading and managing the activities of the Investigations Unit.</p> <p>The Unit, under their leadership, will maintain objectivity, impartiality and fairness throughout the investigative process and conduct its activities with the highest level of integrity.</p>
Key Responsibilities†	<p>Under the guidance of the IG, the Head of Investigations will guide a team of experienced professionals to undertake investigations of potential fraud, abuse, misappropriation, corruption and mismanagement within the Global Fund and by Principal Recipients (PRs), Sub-Recipients (SRs), Country Coordinating Mechanisms (CCMs), Local Fund Agents (LFAs), Suppliers and Contractors in accordance with the general principles, procedural guidelines, rights and obligations of witnesses and subjects as specified in the Uniform Principles and Guidelines for Investigations. Key responsibilities include:</p> <ul style="list-style-type: none"> • Develop and implement an investigation unit strategy to support the Inspector General in fulfilling their mandate and to demonstrate impact. • Maintain standard operating procedures for initiating and conducting investigations into alleged fraud and abuse. • Develop and maintain mechanisms for reporting potential fraud and abuse, including a hotline, in collaboration with OIG colleagues,.

	<ul style="list-style-type: none"> • Oversee the application of computer forensic and data mining tools for conducting investigative work this includes the classification and safeguarding of evidence and materials from investigatory work. • Review and approve all investigative reports and memos produced in the investigative unit to provide assurance that work accomplished meets high quality standards; • Regularly update the IG informed of the status of high priority or sensitive cases. • Support management in improving the Global Fund's operations and in providing a platform for learning by ensuring that lessons learned from investigations are incorporated into Global Fund policies and procedures and are shared across the Global Fund and its stakeholders • Assist the IG in board and committee level meetings and performing other duties as assigned by the IG; • Collaborate with the Professional Services and Audit Units of the OIG and develop networks with other investigation units to share intelligence and collaborate where appropriate; • Manage the Unit's budget. <p><i>Subject to change by the Inspector General at any time at their sole discretion.</i></p>
Key Metrics[‡]	Delivery of the investigations workplan and KPIs approved by the AFC including published reports, high priority investigations, assessments and proactive awareness-raising activities.
Key Internal Relationships[§]	The Management Executive Committee of the Secretariat, Audit and Finance Committee of the Board, Sr. Management of the Global Fund, Inspector General, OIG Management
Key External Relationships	Heads of Investigation Units in peer organizations. Senior officials in implementer countries.

Person Specification ^{**}

Qualifications	<p>Essential: Advanced university degree, preferably in law, risk, accounting or areas related with investigations.</p> <p>Desirable:</p>
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	<ul style="list-style-type: none"> • Certified Fraud Examiner qualifications • Professional internal auditing or accounting qualifications
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Proven leadership managing diverse teams in an international setting including a track record as a developer of talent; • Seasoned professional with 15-20 year's work experience at a senior level; • A solid understanding of the nature of the administrative investigations, including in the field of corruption, fraud and sexual exploitation and abuse investigations; • Experience in formulating strategic direction and priorities; • Experience in financial management; • Experience working with audit or board level committees; • Experience working with multiple sectors, such as international organizations, governments, civil society and the private sector. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of international procurement procedures and practice; • Experience of managing sexual harassment investigations; • Exposure to international health or developing world.
Competencies	<p>Languages: An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset.</p> <p><u>Competencies</u></p> <p>Operational Management Skills</p> <ul style="list-style-type: none"> ▪ The capacity to translate the mission of the OIG and the Global Fund into actionable plans including developing comprehensive and flexible work plans; ▪ Proven ability to deliver results amid a high work load and multiple competing risks and demands; ▪ The ability to develop systems to quality assure the Investigations Unit outputs and work processes; and ▪ The promotion of learning and knowledge exchange within the OIG. <p>People management skills</p> <ul style="list-style-type: none"> ▪ Team-building ability, the capacity to instill a culture that values measurable achievement, mutual support, and compliance with organizational processes; ▪ The ability to develop the capability of members of the team, bringing a focus on talent management and professional progression; <p>Relationship Building and Influencing Skills</p> <ul style="list-style-type: none"> ▪ Expertise in working closely with Senior Managers and Executives, Board Members and Officials;

	<ul style="list-style-type: none"> ▪ Expertise in working closely with law enforcement agencies, anti-corruption agencies and supreme audit institutions in multiple jurisdictions; ▪ Effective stakeholder management skills, and the ability to influence internally and externally; ▪ Proven ability to articulate key messages and communicate effectively to multiple stakeholders; ▪ An appreciation of the differences (professional, political, and cultural) of a multi-stakeholder Board such as the Global Fund. <p>Organizational Competencies:</p> <ul style="list-style-type: none"> • Global Fund awareness and mind-set - 3 • Service orientation - 3 • Drive for results - 3 • Collaboration - 3 • Interaction - 3 • Adaptability - 3 <p>Functional Competencies:</p> <p>Audit & Investigating – Expert Risk – Expert Business – Expert Geopolitical Awareness – Expert Due Diligence – Expert</p> <p><u>Special Travel requirements</u> The position requires frequent travel and stays of sometimes more than one week managing investigations and projects in developing countries</p>
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