

Vacancy announcement

Position	Investigation Manager	Starting date	ASAP
Location	Paris 9 th arr., HQ, France (25% of field visits)	Type of contract	CDI (French open-end contract)
Contract duration	Open-end	Security Risk Level	Calm (1/4)

About ACTED

Created in 1993, ACTED is an international non-governmental organization pursuing a dual mandate of emergency response and development interventions in 40 of some of the world's most vulnerable countries affected by conflicts, disasters or socio-economic hardship. With a team of 7,000 national staff and 400 international staff, ACTED implements 500 projects a year to support more than 20 million beneficiaries, notably in hard-to-reach areas. ACTED goes to the last mile through programs and approaches that look beyond the immediate emergency towards opportunities for longer term livelihood reconstruction and sustainable development. Guided by the motto "Think Local, Act Global" and its 3Zero –Zero Exclusion, Zero Carbon, and Zero Poverty – strategy, ACTED puts local territories at the centre and provides a tailored support to local needs.

Position context and key challenges

Composed of 120 staff, ACTED's headquarters are located in Paris to support and mainstream the organization's interventions worldwide.

Key roles and responsibilities

The Investigation Manager is in charge, under the direction of the ACTED Group Transparency, Compliance and Investigation Director, of managing the Investigation Unit in particular by:

- overseeing ACTED's Transparency hotline and other mechanisms for identifying and reporting potential fraud regarding programs and operations;
- planning, organizing, conducting and managing investigations of cases of alleged fraud or violations of ACTED's Code of Conduct (CoC) and policies related to compliance issues or in accordance with appropriate professional standards and ACTED's relevant procedures;
- implementing ACTED's third party screening process, and of conducting investigations involving, in particular, verification of identities, backgrounds or links between individuals or entities;
- ensuring that lessons learned from investigations are effectively shared internally and that all necessary remediating actions are taken.

1) Investigation:

- a) **Oversee the transparency hotline**
 - Maintain a comprehensive consolidated register of all allegations of fraud, misconduct, or violations of ACTED's code of conduct related to transparency issues ensuring that all such complaints are recorded in a timely manner;
 - Develop statistical analysis to identify patterns in fraud / breach cases reported or identified by ACTED;
 - Ensure that all allegations are appropriately forwarded, thoroughly investigated and effectively documented;
 - Ensure that complaints are referred to the Complaint Response Mechanism or Grievance mechanism when relevant;
- b) **Perform and lead investigations**
 - Plan, lead and perform investigations of allegations of fraud or misconduct in accordance with ACTED Anti-fraud policy, ACTED Anti-Terrorism and Anti-Money Laundering Policy and ACTED Conflict of interest policy and applicable professional standards;
 - Plan, lead and perform investigation scoping, planning, fieldwork (set-up of the investigation team, document analysis, interviews, field visits, oversight of staff, etc.);
 - Development of the investigation methodology and implementation of investigation process;
- c) **Reporting and lessons learned**
 - Prepare reports and presentations for the ACTED Group Transparency, Compliance and Investigation Director, HQ and/or Country Directors, Board and Audit Committee meetings related to investigation and hotline performance and effectiveness;
 - Provide recommendations to T&C Director in regards to the internal control system to reduce vulnerability to fraud, abuse and waste;
 - Develop processes and systems for the tracking of findings related to internal system failures / weaknesses / gaps and recommendations for remediation identified in investigations; and disciplinary actions / terminations of employees; Create dashboards and related tools to measure progress on remediation and effectiveness of controls;

- Ensure that fraud risks and lessons learned from investigations are shared internally and incorporated into ACTED policies and procedures; drafting of risk mitigation plans in coordination with functional directors;
- Advise and support country teams and relevant HQ functional teams in the development of effective corrective and remedial action plans in response to investigation findings, Internal Audit reports, and other relevant sources including external audits and other functional internal reviews;

2) Screening:

- a) Verify the process implementation of the third party anti-terrorism screening process consisting in checking the references of third parties with whom ACTED has a contractual relationship in order to ensure that these persons do not appear on the lists of fight against terrorism;
- b) Investigate in case of suspected hits;

3) Trainings (anti-fraud sensitization trainings, Investigation methodology, screening process):

- a) Develop awareness training materials on anti-fraud and complaint mechanisms in close collaboration with functional departments to enable staff to better prevent and identify potential cases of fraud or breaches of the CoC;
- b) Develop training / sensitization materials that encourage third parties (staff, partners, suppliers, etc.) to report suspected cases of fraud, money laundering, conflicts of interest and other improprieties without fear of retaliation;
- c) Develop training materials on Investigation methodology for country coordination and the screening process for country coordination and for staff;
- d) Provide training sessions on ACTED policies and procedures related to fraud prevention and detection, investigation mechanisms, or conduct in the event of corruption as well as the screening process;

4) Other:

- a) Develop ACTED protocols (including policies, procedures, timelines, roles and responsibilities) for communicating the use of the whistleblower hotline and appropriately conducting investigations while respecting the principles of confidentiality, objectivity and impartiality;
- b) Provide support on the implementation of ACTED's Conflict of Interest Prevention Policy;

Conduct regular checks on the Conflict of Interest Prevention Policy implementation;

Required qualifications and technical competencies

Education:

- Advanced university degree in Investigations, Law, Criminology, Audit, Accounting, Operations / supply chain or other related fields, or a first level degree with additional years of experience.
- Formal training and/or certification in various law enforcement methodologies/fraud examination or investigation.
- CPA or CIA or CFE is an asset.

Experience:

- Years of related experience: four years of specialized experience at the level similar, related, or relevant to the work of this job that has given you particular knowledge, skills, and abilities required to successfully perform.
- Experience in the nonprofit, NGO sectors or grant-supported organizations, regional and international organizations, or the inspector general function within a large government organization;
- Previous experience of managing a whistleblower hotline, investigating of internal fraud, references of third parties, conflict of interests, abuse cases is an asset.
- Experience working with investigation teams in remote locations and insecure environments;
- Experience conducting interviews of witnesses and subjects in multicultural environments;
- Experience examining forensic, financial, and electronic evidence;
- Previous management experience a significant plus;
- Travel to insecure environments required.

Knowledge & Skills:

- Demonstrated expertise in theories, concepts and approaches relevant to investigations and practical use of investigation and interviewing techniques.
- Ability to apply good judgment and strategic thinking in the context of internal investigations.
- Excellent English communication skills, including both interpersonal communications and professional/technical writing.
- Experience managing multiple projects and providing direction to team.
- Proficient in Microsoft office technology, with strong Excel data analysis skills.
- Outstanding personal and professional integrity.
- Result oriented, strong problem-solving and critical thinking skills.



- Quick learner, highly flexible and adaptive.
- High attention to detail.
- Strong communication skills, particularly in cross-cultural environments
- Collaborative workstyle and approach to supporting country management, as they initiate investigation follow-up.

Language:

- Fluency in English language.
- Intermediate knowledge of French.
- Knowledge of Arabic is a strong asset

Conditions

- Salary between 2500€ and 2700€ monthly (before income tax), depending on the level of education & expertise
- Affiliation to AG2R health insurance
- Food vouchers (“tickets restaurant”) when in HQ, 50% coverage of Paris transportation costs (Navigo Pass)
- Accommodation and food provided in ACTED guesthouse as well as a monthly living allowance of \$300 per month during field visits
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: VETTINGM / HQ**