

## Job Description

◀ Previous Job      Next Job ▶

### Job Details

**Job Title**      Inspector General  
**Location**      Geneva, Switzerland  
**Hardship Level**    H

**Job ID**      17334  
**Salary Grade**      D2  
**Family Location Type**    Family



### Procedures and Eligibility

[CLICK HERE for additional important information about this position](#)

Before submitting an application, UNHCR staff members intending to apply to this Job Opening are requested to consult the Recruitment and Assignments Policy (RAP, UNHCR/HCP/2017/2 and the Recruitment and Assignments Administrative Instruction (RAAI), UNHCR/AI/2017/7 OF 15 August 2017.

### Duties and Qualifications

Inspector General

#### Organizational Setting and Work Relationships

The Inspector General reports directly to the High Commissioner and submits an annual report to UNHCR's Executive Committee. The incumbent is the highest authority in UNHCR on oversight matters and is solely responsible for conducting investigations and inquiries. S/he exercises independent managerial control over the work of the Inspector General's Office (IGO) and assures cohesion of the Organization's oversight activities. The IGO consists of the Investigation Service, Strategic Oversight and the front office. The Office structure comprises Headquarters, Geneva and field presence in Bangkok, Nairobi and Pretoria, with the potential for further field presence to occur in the future (Amman).

The Inspector General interacts with, and provides assurance and advice to, the High Commissioner and executive and senior management on matters of governance, internal controls, and risk and oversight in general. In relation to the provision of internal audit services, s/he also works on a day to day basis with the Chief of the UNHCR Audit Service of the United Nations Office of Internal Oversight Services (OIOS). S/he provides advice to all members of UNHCR's workforce aimed at promoting an ethical work environment and improving integrity, efficiency and effectiveness of UNHCR's operations.

The Inspector General maintains strong relationships with a diverse range of stakeholders who are important collaborators in the Organization's efforts to maintain the highest standards of transparency and accountability. S/he liaises and coordinates the activities of the Office with all heads of business units as required and is UNHCR's interface with interlocutors in other oversight bodies and stakeholders (including donor governments, NGOs, UN and non-UN agencies as well as independent experts) as pertains to oversight matters.

To ensure independence, the Inspector General's tenure will be for a time limited non-renewable term of six years, and without the possibility of employment in UNHCR at the end of the term. Should a UNHCR staff member be selected for this position, a new Letter of Appointment will be issued for a fixed term of 6 years with no possibility of renewal. This Letter of Appointment will supersede any existing fixed term or indefinite contract held by the staff member.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

#### Duties

- Provide strategic vision and leadership in establishing and meeting the objectives and priorities of the IGO as approved in the operational and strategic plans and budgets.
- Provide advice to the High Commissioner, members of the Senior Executive Team, and senior management on risk and oversight matters.
- Perform research and analysis to identify and report to the High Commissioner and senior management on matters of important strategic and/or reputational risks.
- Assist management and other UNHCR personnel in enhancing governance and oversight by promoting a culture of risk management and integrity in accordance with regulations, rules and policies.
- Manage the personnel of the IGO and those assigned to it, promote best practices in oversight and provide technical guidance to ensure the work is carried out in accordance with the highest professional standards.
- Establish and maintain a quality assurance program, including independent reviews by experts where required, to verify that work performed by the IGO adheres to established policies and procedures, meets established standards of performance, and is carried out economically, efficiently and effectively.
- Deliver reports and presentations to internal and external stakeholders on the results of the work of the IGO including investigations, inquiries, and analyses of risks, with recommendations and lessons learned. Follow up on the implementation of recommended actions.
- Collect and analyze information on planned oversight activities and inform executive management of significant gaps in high risk areas and unnecessary duplications in activities.
- Collaborate and share best practices with internal and external oversight entities, counterparts in donor government structures, United Nations bodies, organizations and international NGOs as well as with the private sector and members of the Executive Committee and its Standing Committee, and the Independent Audit and Oversight Committee (IIOC), as appropriate.
- Ensure that investigations and inquiries are conducted in a professional and timely manner, and that investigation and inquiry reports are of high quality.
- Ensure that complainants, witnesses and subjects are fully informed of the investigation process and subsequent disciplinary proceedings.
- Perform other related duties as required.

#### Minimum Qualifications

##### Years of Experience / Degree Level

For D2 - 18 years relevant experience with Undergraduate degree; or 17 years relevant experience with Graduate degree; or 16 years relevant experience with Doctorate degree

##### Field(s) of Education

Auditing;  
Business Administration;  
Law;  
Management;  
Public Policy;  
Risk Management;  
or other relevant field.

(Field(s) of Education marked with an asterisk\* are essential)

##### Certificates and/or Licenses

Auditing;  
Certified Forensic Examiner;  
Certified Fraud Examiner;  
Management;  
Risk Management;  
(Certificates and Licenses marked with an asterisk\* are essential)

##### Relevant Job Experience

###### Essential:

Minimum 16 years of proven work experience in senior management positions in national or international organizations, and responsible for a combination of auditing, investigation, risk management, internal controls, and governance structures and mechanisms. Demonstrated high level of diligence, maturity, responsibility, integrity and ethics, objectivity, impartiality and fairness. Proven skills, knowledge and experience in applying best practices in audit, investigations and risk management. Excellent judgement with proven ability to deal with complex interrelated issues and strong analytical and problem solving skills to develop solutions that address root causes of issues. Excellent communicator with strong interpersonal skills and good representational skills, including public speaking. Proven ability to lead and manage diverse, multi-cultural and multi-disciplinary teams of diverse experts, with strong skills in inclusive leadership, collaboration, team building, and motivation. Ability to deliver quality results on time. Exposure to, and experience in, or an in-depth understanding of, UN or non-UN field operations and emergencies. Excellent work ethic and ability to work well under pressure, with energy and a positive and constructive attitude. Ability to articulate key messages and to deliver difficult messages with sensitivity and integrity. Strategic vision to drive and influence oversight reforms within the Organization, proven ability to innovate and conceptualize complex issues, and formulate realistic and practical recommendations to address problems.

###### Desirable:

Experience in an oversight function in the UN. Experience with risk management in large field-based operational organizations. Experience in humanitarian high risk operational contexts. Good working knowledge of the UN mandate, field operations, organizational structures, and policies.

##### Functional Skills

\*MG-Client Relationship Management  
\*MG-People Management

\*MG-Political Decision Making  
\*MG-Representation  
\*MG-Risk Management  
\*MG-Team Building  
FI- Auditing practical experience  
IG-Investigation  
LE-Experience with the Internal Justice System of the United Nations  
LE-Forensic Audit and/or Fraud Examination  
MS-Monitoring & Evaluation;  
(Functional Skills marked with an asterisk\* are essential)

Language Requirements

Essential: Fluency in English, including excellent drafting skills and capacity to communicate complex matters to a wide non-expert audience as well as to experts involved in the area of responsibility.

Desirable: Proficiency in another UN language.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

**Position Competencies**

C001L4 - Accountability Level 4  
C002L4 - Teamwork & Collaboration Level 4  
C003L4 - Communication Level 4  
C004L4 - Commitment to Continuous Learning Level 4  
C005L4 - Client & Result Orientation Level 4  
C006L4 - Organizational Awareness Level 4  
M001L4 - Empowering and Building Trust Level 4  
M002L4 - Managing Performance Level 4  
M006L4 - Managing Resources Level 4  
M005L4 - Leadership Level 4  
M003L4 - Judgement and Decision Making Level 4  
M004L4 - Strategic Planning and Vision Level 4  
X008L4 - Stakeholder Management Level 4  
X001L4 - Analytical Thinking Level 4  
X009L4 - Change Capability and Adaptability Level 4

**Additional Information**

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

**Closing Date**

Kindly note that the closing date for the Vacancy Announcement of Inspector General is Tuesday 9 July 2019 (midnight Geneva time).

Apply

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[Return to Previous Page](#)