

Vaccancy Announcement

Position	Investigation Officer	Starting date	February 2025
Location	Paris 9th arr. (HQ), France	Type of contract	CDI (French open-end contract)
Contract duration	Open-End	Security risk level	Calm (1/4)

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

Acted's head office was set up in Paris in 2000 in order to coordinate the organisation's activities on a global scale. Today, the head office employs 110 people in the HR, Finance, Programmes, Audit, Security, Logistics & Systems and Communications departments. These departments support the 42 Country Directorates. The head office also acts as a focal point for Acted's management, namely the Chief Executive Officer, the Director of Development and the fifteen members of the Board of Directors.

Key roles and responsibilities

As a member of the Headquarters Investigation Unit, the Investigation Officer will be under the authority of the Acted Group Transparency, Compliance, and Investigation (TCI) Director and report to, and is managed directly, by the Deputy Director Transparency and Investigation. The Officer's primary responsibilities include managing transparency alerts, conducting screenings, and contributing to related tasks within the Investigation Unit (IU). The role also involves providing technical support and capacity building to strengthen Acted's measures for preventing, detecting, and addressing fraud, corruption, aid diversion, Sexual Exploitation, Abuse, Harassment (SEAH), and Child Protection (CP) concerns. Additionally, the Investigation Officer supports the implementation and oversight of Acted's screening processes.

1) Investigation:

The Investigation Officer will be in charge – on a dedicated geographical area – of the assessment and handling of fraud, corruption, aid diversion, SEAH, and Child Protection related allegations and complaints. These tasks include:

- a) Follow-up of the transparency hotline under the supervision of line management:
 - Logs in all allegations related to transparency issues in a timely manner (confirmed or warranting an investigation) on the Acted transparency register.
 - Develop, in collaboration with line management, statistics linked to patterns in transparency cases reported or identified by Acted (e.g. Transparency register dashboard)
 - Ensure that all allegations are appropriately forwarded, thoroughly investigated and effectively documented and referred to relevant HQ or Country focal points.
- b) In charge of the management of transparency alerts:
 - Assess the sensitivity level of the initial alert; flag-up all sensitive cases to line management; Consistently reassess the sensitivity of the alert as the investigation progresses.
 - Provide initial reply on information provided as well as next steps suggested depending on the sensitivity of the case (including on external notifications).

- Provide HQ guidance on reports, suggested mitigating and corrective actions depending on the sensitivity of the case.
- In charge of drafting external notifications, investigation reports, etc. when relevant.
- In charge of the closure depending on the sensitivity of the case (i.e. final communication to the field, final update on the HQ SharePoint; final update on Acted Transparency Line / Transparency register).
- Contribute to the continuous improvement and update of transparency alerts management methodology;

c) Ensure Core Humanitarian Standards are strictly followed for SEAH & Child Protection investigations (survivor centered, objective, fair, thorough, confidential and timely investigation)

- Conduct preliminary data gathering related to complaints received and evaluate the credibility of the alerts /complaints.
- Maintain a survivor centered-approach throughout the investigation; - Ensure that all information is treated with the utmost care and confidentiality.
- Develop investigations plan which determine scope, timing, and direction of SEAH and child abuses investigations and follow-up with the people concerned.
- Review and research evidence/documents to draw conclusions: (i) organize and participate in interviews; (ii) document all investigative steps.
- Produce the preparation of investigation reports with recommendations.
- Ensure follow-up of recommendations provided.
- Draft donor notifications for review and validation by the HQ Investigation Manager and/or TCI Director

d) Recommendation and lessons learned

- Follow-up recommendations in regard to the internal control system in link with relevant departments to reduce vulnerability to fraud and SEAH.
- Develop processes and systems for the tracking of findings related to internal system failures / weaknesses / gaps and recommendations for remediation identified in fraud & SEAH/CP investigations.

2) Trainings (sensitization sessions, trainings, investigation methodology, screening process):

The Investigation Officer will collect and share lessons learned from investigations. S/he will also develop and deliver training materials.

- a) Develop awareness training materials on risks management in close collaboration with functional departments to enable staff to better prevent and identify potential cases of fraud, SEAH/CP; b) Develop training / sensitization materials that encourage third parties (partners, suppliers, etc.) to report suspected cases of fraud, aid diversion, corruption, SEAH/CP.
- b) Develop training materials on Investigation methodology for country coordination and the screening process for country coordination and for staff in liaison with relevant departments.
- c) Provide training sessions on Acted policies and procedures related to fraud and SEAH/CP prevention and detection, investigation mechanisms, or conduct in the event of corruption as well as the screening process in line with established training plans with Country Coordination and Admin & HR departments in country.

3) Screening:

The Investigation Officer is in charge of implementing Acted's Third-Party Screening process for a dedicated geographical area, this may notably include:

- a) Process daily screening requests on a dedicated geographical area.
- b) Process monthly databases on a dedicated geographical area.
- c) Conduct screening checks regularly.
- d) Process specific vetting requests in line with donor requirements.
- e) Conduct the review of the process implementation of the third-party anti-terrorism screening process.
- f) Conduct the investigation in case of suspected hits.
- g) Conduct the trainings on screening delivered to Acted missions and at HQ level – including for newcomers in the Investigation Unit at HQ level in close link with the Investigation team in HQ and in close link with HR regulations and training policies.
- h) Conduct the regular screening operations on needs basis and/or upon request by the line manager.

4) Reporting, support and other tasks:

- a) Contribute to reports and presentations for the Acted Group Transparency, Compliance and Investigation Director, HQ and/or Country Directors, Board and Audit Committee meetings related to screening, investigation and hotline performance and effectiveness (e.g. data collection, statistics).
- b) Translation of documents, reports, memos upon request of the line manager.
- c) Support to the TCI team in HQ on request of the line manager and depending on needs.
- d) Update the Transparency Acted wiki with relevant resources and information.
- e) Any other tasks as requested by the line manager

Required qualifications and technical competencies

- Master's degree in law, international relations or related field
- At least 1-2 years of professional experience in humanitarian and/or development organizations.
- Previous experience in working in developing countries would be a strong advantage.
- Previous experience related to fraud investigation.
- Excellent communication and drafting skills in English & French.
- Knowledge of Arabic is a plus.

Conditions

- Salary between 2200€ and 2400€ monthly (before income tax), depending on the level of education & expertise.
- Food vouchers ("tickets restaurant") when in HQ,
- 50% coverage of Paris transportation costs (Navigo Pass).

How to Apply

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