

AFRICAN DEVELOPMENT BANK
VACANCY NOTICE No. ADB/09/05 **(re-advertisement)

POSITION TITLE: Principal Investigator Officer	GRADE: PL-4	Position N°: SAP : 500 712 75	Closing date: 15 December 2009
Department/Division: Office of the Auditor General (OAGL)/ Anti-Corruption and Integrity Division		Supervisor's Name & Title: Seward Cooper, Division Manager Anti-Corruption and Integrity (OAGL.2)	
<p>Objectives: The Anti-Corruption and Fraud Investigation Division shall have the overriding mandate to undertake unhindered investigations into allegation of corruption, fraud and malpractices or suspicions thereof. The Division shall direct and control comprehensive investigations into allegations of fraud, corruptions and other misconduct as defined in the <i>Guidelines for Preventing and Combating Corruption and Fraud</i> in the Bank's Group Operations as well as other Bank's pronouncements without regard to the suspect's position, status and relationship with the Bank. In undertaking investigations, the Division shall maintain the highest standard of professional proficiency and integrity; and, shall be guided by ethos of confidentiality, fairness, equity and due diligence. To achieve its mandate the Division is directly supervised by the Auditor General and shall be empowered to:</p> <ul style="list-style-type: none"> - Manage and operate procedures and mechanisms for ensuring confidentiality of the hotline facility, protection of whistleblowers and anonymous reporting of corruption and fraud within the Bank and in activities financed by the Bank in Regional Members Countries (RMCs); Receive, screen and investigate allegations or whistleblowers on fraud, corruption and malpractices or suspicious thereof, in the Bank activities financed by the Bank; - Report regularly to the Office of Auditor-General (OAG) on the allegations received and screened and their investigations status; Undertake risk assessment in relation to Fraud and corruption for the purposes of recommending anti corruption and fraud controls; Conduct fraud and corruption awareness and publicity in RMCs and relevant training of Bank's employees and external partners; - Monitor the implementation of investigation recommendations and report the status to OAG; Recommend debarment and imposition of sanctions against individuals, firms and companies found to have engaged in corrupt practices. 			
<p>Duties & Responsibilities: Under the General supervision of the Division Manager and the direct supervision of the Chief Investigator, the Principal Investigator Officer has responsibility for:</p> <ul style="list-style-type: none"> • Leading Investigation Teams to conduct investigations into allegations of corruption and fraud concerning Bank-wide activities and operations within and outside the Bank; planning investigations and determining investigation objectives, scope, criteria, methodology to be used as well as staff and budget resources required to accomplish the assignment; • Supervising the field work, controlling evidence and data collection and reviewing documents and information gathered in the course of an investigation to ensure that investigation objectives achieved, evidence protected and adequately support the findings, conclusions and recommendations of the investigation; coordinating the processing of allegations of fraud and corruption and providing regular tracking to the Manager; • Preparing and editing required written outputs of the highest quality with logical and clear presentations of investigative findings; • Conducting fraud risk assessment and prevention efforts in the bank; reviewing the results of preliminary inquiry to determine availability of sufficient evidence of wrongful conduct or irregularity to warrant comprehensive investigation; conducting specially sensitive and complex interviews and investigation; • Conducting pro-active reviews aimed at detecting and preventing fraud or corruption in Bank operations in collaboration with relevant units within the Bank and member countries; monitoring the implementation of investigations recommendations to prevent re-occurrence of such irregularities and safeguard the assets and image of the Bank; • Preparing Quarterly Activities Report containing the status of allegations, preliminary reviews and assignment progress for the attention of the Manager; preparing the Annual Reports of the Division under the supervision of the Chief Investigator. 			
<p>Selection Criteria (Including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> • At least a Master's degree or equivalent in Law, Criminology, Audit or any related fields; a professional qualification in Fraud Examination would be an added advantage; • At least 6 years of substantial professional experience in investigative work, preferably investigation relating to fraud and corruption in public or private sector, including criminal prosecutions or defence work, internal fraud /corruption and misconduct investigations in a corporate or government setting, tracing stolen funds etc; • Strong ability to communicate; write, present and clearly defend findings and recommendations of investigations; strong organisational and analytical ability, attention to detail and ability to work independently and manage challenges; integrity and strong interpersonal skills and ability to provide team leadership and to develop trust and demonstrate fairness; strong interviewing skills, capacity to influence and win the confidence of difficult witness; ability to communicate and write effectively in English and/or French with a good working knowledge of the other language; • Competence in the use of the Bank's standard software applications (Word, Excel, PowerPoint). 			
Submitted by: Benson MAINA, Acting Division Manager - CHRM.1			Date :
Approved by: Daniel TYTIUN, Director, CHRM			Date :

Only applicants who fully meet our requirements and who are being considered for interview will be contacted. Applicants will only be considered if they submit a fully completed Personal History Form (PHF), available from the Bank's web site, <http://www.afdb.org> and attach a comprehensive Curriculum Vitae (CV) showing date of birth and nationality, and preferably submitted electronically to: recruit@afdb.org . The African Development Bank is an equal opportunities employer and **female candidates are strongly encouraged to apply.**