

**AFRICAN DEVELOPMENT BANK  
VACANCY NOTICE N° ADB/12/45<sup>i</sup>**

<b>Position title:</b> <b>Senior Investigation Officer</b>	<b>Grade:</b> <b>PL-5</b>	<b>Position N°:</b> <b>SAP 50071276</b>	<b>Closing date:</b> <b>17 AUGUST 2012</b>
<b>Department:</b> <b>Integrity &amp; Anti-Corruption Department (IACD)</b>	<b>Supervisor's Title:</b> <b>Director, IACD</b>		

**Objectives:** The Integrity and Anti-Corruption Department (IACD) reports to the President and, as appropriate, to the Board of Directors. It has the overriding mandate to undertake unhindered investigations into allegations of corruption, fraud and misconduct or suspicions thereof. The primary target of its investigations will be activities, programs and projects financed by the Bank Group. In undertaking its investigations, IACD shall maintain the highest standards of professional proficiency and integrity. IACD will also develop preventive measures to proactively reduce the potential for misconduct, fraud or corruption within Bank Group operations.

In undertaking its investigations, the Department maintains the highest standards of professional proficiency and integrity, and is guided by ethos of confidentiality, fairness and equity. IACD is empowered to: manage and operate procedures and mechanisms for ensuring confidentiality of the complaints 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); to report regularly to the Office of the President (PRST) on the status of investigations or inquiries on allegations received; to verify the implementation of recommendations arising from investigations, including the debarment and imposition of sanctions against individuals, firms and companies found to have engaged in corrupt practices..

**Duties & Responsibilities:** Under the general supervision of the Director, IACD, the Senior Investigation Officer shall have responsibility for:

1. Conducting 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;
2. 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 are achieved, evidence is 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 Director;
3. Preparing and editing required written outputs of the highest quality, with logical and clear presentations of investigative findings;
4. 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;
5. 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;
6. Preparing quarterly activity reports on the status of allegations, preliminary reviews and progress on assignments for the attention of the Director;
7. Contribute to the preparation of the Annual Report.

**Selection Criteria (Including desirable skills, knowledge and experience)**

- At least a Master's degree or its university equivalent in Law, Criminology, Forensic Auditing or any related fields; in addition, a professional qualification in Fraud Examination would be a plus;
- Preferably at least five (5) years of substantial professional experience in investigate work, preferably in investigations relating to fraud and corruption in public or private sector, including criminal prosecutions or defense work, internal fraud/corruption and misconduct investigations in a developing country or international organization identifying corruption and tracing stolen funds etc;
- Strong communication skills: ability to write, present and clearly defend findings and recommendations of investigations; strong organizational and analytical skills; attention to detail and ability to work independently and manage challenges; high level of integrity; strong interpersonal, interviewing and team leadership skills; ability to develop trust and demonstrate fairness; capacity to influence and win the confidence of difficult witnesses;
- Excellent command of French (**mandatory**), both verbally and in writing, with a good working knowledge of English;
- Comprehensive knowledge of investigative practices, procedures and principles;
- Extensive understanding of forensic techniques, specifically in areas related to financial, procurement and operational fraud;
- Competence in the use of Bank standard software (Word, Excel, PowerPoint).

<b>Submitted by:</b> Harold AKINGBADE-TAYLOR, Officer-In-charge, CHRM.1	<b>Date :</b>
<b>Approved by:</b> Gemina ARCHER-DAVIES, Director, CHRM	<b>Date :</b>

**Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted.** Applicants will only be considered if they submit an online application, and attach a comprehensive Curriculum Vitae (CV). The President, AfDB, reserves the right to appoint a candidate at a lower level. **The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply:** [www.afdb.org/jobs](http://www.afdb.org/jobs)