



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Programme Officer (Fraud Analysis)
 Job Level: NO-B
 Reports to: Project Coordinator, P5
 Organizational Unit: PMU
 Post Location: Amman Outpost, Jordan

Job Profile No.:
 CCOG Code:
 Functional Code:
 Job Classification Level:

II. Organizational Context and Purpose for the job

The crisis in Yemen in the last three years has left many with the increased need of social protection support. Increased food and non-food basic commodity prices, loss of assets and livelihoods, and internal displacement have further exacerbated the situation. In response, UNICEF has launched an Emergency Cash Transfer (ECT) Project in Yemen to deliver emergency safety net support to SWF beneficiaries. The ECT project is managed and implemented by UNICEF through a Project Management Unit, with funding and technical assistance from the World Bank/International Development Association.

As part of the UNICEF Operations Centre set up in Amman, Jordan, there is a need to recruit a Programme Officer (Fraud Analysis) who will have the responsibility of detection, referral of cases for investigation, analysis and reporting of preliminary findings of presumed fraud for the Emergency Cash Transfer (ECT) project. The Programme Officer (Fraud Analysis) will also be responsible for following up on reports of possible violations of project protocols, corruption, misconduct and sexual harassment in coordination with relevant offices/units within UNICEF. The Programme Officer (Fraud Analysis) reports to the Project Coordinator in Amman.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Within delegated authority and under the supervision of the Project Coordinator, the Programme Officer (Fraud Analysis) will be responsible for the following duties:

- Coordination planning, of investigations in collaboration with the Third-Party Monitoring Organisation (TPMO), DFAM and OIAI on presumed fraud and corruption, alleged misconduct, mismanagement of project funds, sexual exploitation and abuse (SEA), sexual harassment and other gender-based issues, or suspected violations of ECT protocols.
- Monitor ECT project real time data to identify potential fraud and corruption instances, identify associated high risks and refer for investigation when needed as well as propose corrective measures.
- Observe ECT MIS to identify fraudulent activity such as reports of lower, deduction or no payment of benefits and similar reports from other sources to detect fraudulent activity and recommend actions.

- Coordinate with the TPMO to investigate and report to DFAM and OIAI, validate reported information, conduct analytical review of findings and propose corrective measures.
- Prepare complete and concise investigation analysis and reports and other communications; review reports and other written submissions by the TPMO.
- Maintain an up to date fraud analysis log and dashboard to improve efficiency and effectiveness and to determine existing fraud trends by analysing data to identify trends and patterns.
- Ensure the confidentiality of all information collected during the investigation.
- Generate reports and risk management reports for decision making and identify system improvements to prevent fraudulent activities, as well as recommend anti-fraud processes and protocols.
- Work collaboratively with contract managers to ensure actions are taken in accordance with ECT protocol and operating procedures.

Additional tasks

- Additional tasks as requested by the PMU.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The role of the Programme Officer (Fraud Analysis) is essential to contribute to the overall quality of the implementation by ensuring that emerging issues related to presumed fraud are brought to the attention of the Deputy Team Leader and addressed in good time. The work of the Programme Officer (Fraud Analysis) is essential to ensure that implementation responds to the highest quality standards, maintains integrity, protect beneficiaries' rights and reflects the quality of the interventions in Yemen.

Key Deliverables

- Daily and weekly analysis of payment cycle grievances and presumed frauds.
- Weekly summary and letters of actions required.
- End of cycle investigation and grievance reports.
- Update protocols and Standard Operating Procedures (SOPs) on presumed fraud.
- Documentaation of lessons.

V. Competencies and level of proficiency required (based on UNICEF Competency Profiles)

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication [II]
- Working with People [II]
- Drive for Results [II]



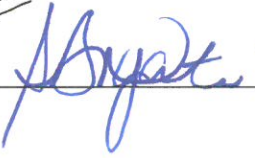
Functional Competencies:

- Formulating Strategies and Concepts [I]
- Analyzing [I]
- Applying Technical Expertise [I]
- Learning and Researching [II]
- Planning and Organizing [II]

VI. Recruitment Qualifications

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|----------------------------|---|
| Technical Knowledge | <p>Knowledge and understanding of theories, concepts and approaches relevant to audit and investigations:</p> <ul style="list-style-type: none"> • Knowledge of Fraud-related controls, policies, and procedures with strong Problem-Solving and Analytical Skills; • Knowledge of various research and investigation methodologies and sources including electronic sources on the Internet, intranet and other databases; • Ability to draft/edit in English and Arabic a variety of written reports, especially concerning the preparation of complex reports of investigation and formal internal and external communications; <p>For every Child, demonstrate...</p> <ul style="list-style-type: none"> • UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results • Initiative, proactivity and ability to work independently with minimum supervision • Strong interpersonal and communication skills • Independency, impartiality and objectivity • Prudence in the use and protection of information acquired in the course of duties • Traits of professional skepticism |
| Education: | A Bachelors' degree in Accounting, Audit, investigations or a related field. Certifications in internal auditing/ Information system auditing/Fraud risk management is desirable. |
| Experience: | <p>A minimum of two years of progressively responsible experience in investigatory work. Experience in investigation management and administration, together with supervisory functions, is required. Experience with an international or multilateral public institution is desirable.</p> <p>Experience in Cash based intervention is an added asset.</p> |
| Language Requirements: | Fluency in English and Arabic is essential. Knowledge of an additional UN language would be an asset. |

VII. Signatures- Job Description Certification

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| Name: Luis Soares |  | 24 Oct 2019 |
| Title: Project Coordinator | Signature | Date |
| Name: Sherin Varkey |  | 24 October 2019 |
| Title: Senior Project Coordinator | Signature | Date |
| Name: Sara Beysolow Nyanti |  | 28/10/2019 |
| Title: Representative | Signature | Date |

Sara Beysolow Nyanti
Representative
UNICEF Yemen

