



Donor Funded Staffing Program

TOR No:	<u>2024-032</u>
Title:	Junior Professional Officer
Grade:	UC
Division/VPU:	Internal Investigations (INTII) Integrity Vice-Presidency (INTVP)
Duty Location:	Washington, D.C
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

As part of the World Bank Group (WBG), the Integrity Vice Presidency (INT) shares in the WBG's overall mission in alleviating poverty and achieving a shared and sustainable prosperity in our client countries. INT helps detect, prevent, and deter fraud and corruption in the use of the WBG's financial resources, so that those resources are used effectively to benefit the poor people that they are intended to reach. To ensure its independence, INT's Vice President (VP) reports directly to the President of the WBG. INT works closely with other stakeholders across the WBG to help detect, prevent, and deter fraud and corruption in WBG-supported projects and activities.

DUTIES AND RESPONSIBILITIES

The Investigative Analyst will be assigned to the Internal Investigation Unit, (INTII) where Investigative Analyst's duties and accountabilities will include but not be limited to undertaking complaint intake and assessment and supporting and co-leading preliminary inquiries and full investigations into allegations of misconduct by WB staff or vendors, involving: (i) misuse of WB funds or other public funds (e.g. donor trust funds) for personal gain of oneself or another in connection with WB operations, corporate procurement, or WBG administrative budgets; (ii) abuse of position in the WB for personal gain of oneself or another in connection with WB operation, corporate procurement, or WB administrative budgets or (iii) fraud, corruption, coercion, collusions, or offering, receiving or soliciting bribes, kickbacks or other (e.g., in-kind personal benefits involving WB financed/supported operations or corporate procurement); and/or (iv) embezzlement from WBG administrative budgets, loans, credits, grants or donor trust funds as well as attendant acts of misconduct.

The Junior Professional Officer will:

- Review and assess complaints and allegations including supporting and conducting appropriate debriefing interviews and communicating with complainants and counterpart operational colleagues.
- Support and/or co-lead preliminary inquiries and full investigations.
- Conduct investigative research, to include personnel records, financial records, procurement documents, WB database searches and open-source research.

- Draft detailed investigation and preliminary inquiry plans and strategies with list of allegations, summary of case facts and findings to date, chronology of events, witness lists, sequence of investigative activities and operational logistics.
- Participate in investigative missions to collect and organize relevant documentary and electronic information including recording complainant, witness, and subject interviews, and obtaining and securing documentary evidence.
- Analyze and assess all relevant information and prepare draft reports of investigative findings with full supporting documentation.
- Cite and quality check INTII work products.
- Participate in the fostering of understanding INT's work among WB staff and with relevant external partners (e.g., government officials, NGO officials, private sector representatives, other development banks, etc.).
- Participate in the development and implementation of proactive strategies for the prevention of fraud and corruption in the WB based on investigative findings and best practices.
- Participate in special initiatives/projects and undertake other ad hoc assignments.
- Conduct all tasks to the highest standards of quality, thoroughness, accuracy, timeliness, and objectivity.
- Observant of strict confidentiality requirements during the performance of duties.

Note:

The selected candidate will not be assigned to programs involving their own government such as donor coordination and trust fund management.

SELECTION CRITERIA

- A master's degree, in law/legal studies, criminology/criminal justice, or another relevant field. Professional training and/or certification by examination is desirable.
- At least three years of substantial, relevant, and progressively responsible investigative, and/or equivalent experience in international fraud and corruption investigations, litigation, administrative adjudicative proceedings and/or sanctions systems work, preferably, but not limited to, investigations or proceedings related to abuse of position, misuse of funds, embezzlement, fraud, corruption, collusion, coercion and/or obstruction in public and/or private sector environments. Examples of such experience include, but are not limited to, prosecution/defense work involving white collar criminal or administrative investigations; forensic accounting and auditing; investigative journalism; private sector (commercial) due diligence and/or fraud investigations; work in administrative tribunals; work in corporate sanctions systems/bodies and/or development-finance sanction systems/bodies.
- Proven track record in conducting a diverse range of internal, corporate, or governmental investigations of fraud, corruption, or collusion.
- Demonstrated interviewing skills, including the ability to focus interviews and elicit critical information from uncooperative witnesses and subjects.
- Excellent communication and presentation skills, both oral and written; proven ability to communicate clearly and concisely, and present, discuss, and defend issues, findings, and recommendations.
- Experience with case management systems.

- Full professional proficiency in both oral and written English. Proficiency in other working languages of the World Bank (Arabic, Chinese, French, Portuguese, Russian, or Spanish) is desirable, but not required.
- Proficiency with Windows, MS Office Suite, Excel, and desired experience with SAP.