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**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Internal Oversight - Investigation**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** HQ, Paris

**Organizational Unit**: Internal Oversight Service - Investigation unit (IOS/INV)

**Supervisor (name, title):** Cedric Bourgeois

**DESCRIPTION OF THE TRAINEESHIP**

Under the supervision of the Principal Investigator of UNESCO’s Internal Oversight Service, the intern will perform the following assignments:

* Assist in investigative activities: open source research, requests for information, observations and interviews.
* Participate in anti-fraud activities: organization of fraud awareness trainings, assistance in fraud risk assessment, and analysis of the output of the fraud risk assessment.
* Perform a review of the ILO Administrative Tribunal’s case-law regarding investigation procedures and issue recommendations on requirements set forth by the Tribunal on the conduct of investigations.
* Perform other legal and administrative research as requested.

**REQUIRED QUALIFICATIONS**

**Education:** Juris Doctor or Master’s degree

**Subjects:** Criminal law, International administrative law and/or Forensic Audit

**Language skills:** Fluency in French and English required

**Competencies and skills:** Basic knowledge of investigation principles, advanced internet research capabilities, strong analytical skills, good communication both oral and in writing.

**LEARNING OBJECTIVES**

The trainee will:

1. Develop competencies in institutional integrity functions from fraud prevention to formal investigation.
2. Learn how to ensure due process and apply principles that will make findings valid in most jurisdictions, without prejudice to the privileges and immunities of the Organization.

**ADDITIONAL INFORMATION**

IOS/INV carries out investigations in accordance with the Uniform Principles and Guidelines for Investigations as promulgated and endorsed by the 10th Conference of International Investigators in 2009 and the professional standards of the Association of Certified Fraud Examiners (ACFE). Therefore, this experience will be an asset for the incumbent towards certification with the ACFE.