

## Opening 18: Office of Internal Oversight/ Investigation Section (OIO/Investigation)

The Office of Internal Oversight (OIO) is part of the OSCE Secretariat in Vienna, Austria. OIO is responsible for planning and delivering internal audits, investigations, and independent evaluations of the Organization's activities, including field operations. The work of OIO provides assurance on the adequacy of governance, risk management, and internal control; contributes to ensure compliance with the Organization's regulatory framework; and helps enhancing the efficiency and effectiveness of its operations.

The Investigation Section of OIO independently assesses and, as appropriate, investigates indications/allegations of potential misconduct, malfeasance, waste of resources, or other violations of the OSCE's Regulatory Framework. As a result, OIO prepares reports on such situations for the attention of the OSCE Secretary General and relevant Heads of Missions/Institutions which may be used as a basis for evidence-based accountability mechanisms. In an appraisal and advisory capacity, the investigation section of OIO also participates in the protection of the OSCE against fraud through recommendations aimed at strengthening prevention, detection and deterrence at all levels in the Organization.

### Tasks and responsibilities:

To support the assessment of incoming indications or allegations for referral to investigation and the investigation of cases of alleged misconduct, malfeasance, waste of resources, or other violations of the Organization's Regulatory Framework in accordance with OSCE applicable instructions, policies and practices regarding investigations. Specific tasks involve carrying out diligences aimed at assessing whether allegations are substantiated and also involve planning, organizing, conducting, and reporting on investigations. This includes obtaining and analyzing evidence and conducting interviews; as well as drafting and finalizing reports and communications. The JPO will also support the Office of Internal Oversight's counter-fraud activities by assessing the potential for fraud and other violations in selected executive structures, processes, programmes and projects and by delivering trainings and other briefings on fraud/misconduct related subjects, as needed.

1. Assess incoming indications or allegations to determine whether they are substantiated and represent a prima facie case of misconduct, and provide recommendations to the Senior Investigator;
2. Plan, develop, conduct and draft reports on administrative fact-finding investigations in compliance with OSCE applicable instructions, policies and practices and the Uniform Guidelines for International Investigators. All investigations should ensure impartiality and respect due process rights and meet the required standards of confidentiality and tact. To include:

- Using theories, concepts and approaches relevant to administrative investigations, with an emphasis on fraud, complex information technology issues, and violations of OSCE financial/ administrative instructions;
- Assisting the Senior Investigator on complex investigations, and leading other investigations as required;
- Proposing investigation timetables to the Senior Investigator;
- Conducting interviews, taking statements and analysing facts and findings, obtaining and reviewing pertinent documentation, and preparing relevant evidence with a specific attention to the chain of custody;
- Drafting reports and recommending corrective measures as appropriate;
- Making proposals for best practices to be incorporated within the Organization's manual of investigation practices, policies and procedures, and in Internal Audit working programmes, as appropriate;

3. Assists in developing and performing fraud risk assessments to identify vulnerable areas including the development of strategies for fraud prevention and detection. Acts as a resource and provides guidance to non-investigative OIO staff members when required. Provides professional advice to managers in relation to initiatives aimed at establishing or improving the control, integrity and accountability framework of OSCE. To include:

- Developing and proposing recommended improvements of a remedial and/or innovative nature to improve the control and accountability framework of OSCE;
- Follow up on the implementation of recommendations, appraising their adequacy based on the results achieved by the actions undertaken;
- Making proposals for best practices to be incorporated within Internal Audit working programmes, or OSCE regulations, as appropriate;

4. Performs other related duties and assignments as required.