

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Screening Analyst

Our client:

An international NGO based in Geneva.

Role & Responsibilities:

- Be responsible for the intake of allegations of fraud and abuse and other information related/relevant to Global Fund-funded programs. This includes recording, interpreting and classifying information in bespoke case screening system
- Assess the credibility, verifiability and materiality of allegations of fraud, corruption and other prohibited practices, and produce timely written assessments, which include recommendations for courses of action, including operational (i.e., audit or investigation) activity by the The Office of the Inspector General (OIG)
- Document receipt of information and handle all communications with whistle-blowers, witnesses, and sources of information. This includes conducting interviews to gain clarification and further information, as necessary.
- Conduct Open-Source Intelligence searches (OSINT) background research on entities related to allegations, as well as broader issues in the analyst's assigned area of
- Liase as necessary, with other OIG and/or Secretariat staff and other stakeholders, including external agencies
- Maitain confidentiality of information and protect identity of whistle- blowers, according to OIG
- Produce/contribute to the production of intelligence and other reports, and contribute to the Unit's knowledge management and data analytics

Profile:

- A university degree in a social sciences or research field with two years of relevant professional qualifications and experience
- A **minimum of two years' experience** as an Analyst
- Experience of working in an investigations or intelligence environment within law enforcement, public or commercial sectors
- Working experience of using charting and data analytics software such as i2, iBase, Tableau, MS Excel or similar for data analytics, management and
- Experience of working in sensitive environments and with confidential information and processes
- Experience in working in a multi-cultural environment in a related field and experience handling confidential witnesses and whistle-blowers
- **An excellent knowledge of English** and preferably a good working knowledge of French or one of the following: Arabic, Chinese, Russian, Spanish, Portuguese. An excellent knowledge of at least two languages would be a distinct advantage

Contract type: Temporary mission of 6 months

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1589722398