



# IT Forensics Investigator

<b>Grade</b>	IS – 6	<b>Duty station</b>	Songdo, Incheon - Korea
<b>Contract type</b>	3 years	<b>Number of posts</b>	1
<b>Recruitment type</b>	International		
<b>Unit</b>	Independent Integrity Unit (IIU)	<b>Closing date</b>	25 September 2017
<b>Reporting to</b>	Head of Independent Integrity Unit	<b>Vacancy code</b>	GCF/Recruit/124

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The mission of the Green Climate Fund is to assist developing countries to respond to climate change while bringing prosperity to their peoples.

Established in 2010, the GCF invests in transformational climate projects in the developing world. The Fund makes an ambitious contribution to global climate action and channels significant financial resources into developing countries to help build low-emission and climate-resilient societies. It is country-driven and undertakes actions which reflect the circumstances of each country concerned and its national aspirations. The GCF is a key enabler of the 2015 Paris Agreement on Climate Change.

Since its establishment, the GCF has mobilized 10.3 billion USD, accredited 54 entities to channel its resources and approved 43 funding proposals. In addition, it has built up an extensive program to support developing countries identify their needs, in particular those who are most vulnerable to climate change impacts.

The GCF's diverse workforce is advancing its mission from its headquarters in South Korea. Our talented staff make unique contributions to the Fund, enriching the institution through their combined expertise and professional commitment.

We are looking to expand our team with more highly skilled and adaptable people who are driven by our mandate, people who appreciate challenges and know how to deliver and thrive in a fast moving, dynamic environment.

## Position description

The incumbent will manage the investigative function of IIU and support the Head of IIU in the leadership of the Unit. S/he will lead the development and implementation of investigative policies and procedures, develop efficient investigative practices, establish the technology environment of the Unit and operationalize the use of investigative tools.

## Duties and responsibilities

Under the supervision of the Head of the Independent Integrity Unit, the incumbent will:

- Lead the formulation of investigations guidelines, methodologies and procedures;
- Manage the intake function of the complaints system and undertake the assessment and triaging of complaints in line with IIU priorities;
- Lead in the management of the caseload of investigations of integrity violations, the investigation of complex cases, and take responsibility for the development of leads and avenues of investigation;
- Investigate allegations of integrity violations, carrying out specialized IT forensic examination to acquire digital evidence from computers and other storage devices, including mobile telephones or hand-held devices, and deliver digital forensic reports and support;
- Produce high-quality investigation reports;
- Provide critical support in joint investigations with the investigative offices of external entities;
- Provide expert advice on how to use existing international and other networks to improve the investigation methods;
- Negotiate on behalf of the IIU with external entities, delivery partners and national authorities on investigation-related matters;
- Lead in the establishment of operational capability in forensic and IT investigations in line with international best practices;
- Liaise with the internal GCF ICT function to ensure the implementation of an ICT strategy that provides effective complement to the functions of IIU;
- Supervise and support the installation and effective running of ICT hardware and software in the Unit, including forensic and analytical tools;
- Provide direction and supervision to staff, consultants and interns assigned to the Unit, including performance evaluation as first-line supervisor;
- Participate in the development and implementation of strategic objectives of the Unit, including by assisting with developing the Unit workplan and budget, as well as a performance monitoring mechanism;
- Perform other tasks as may be required by the Head of the Unit; and
- Act as Officer-in-Charge in the absence of the Head of the Unit.

### Expected experience and qualifications\*

- Advanced degree in Law, Criminology, Social Sciences, Information and Communications Technology or any related fields;
- Minimum of 15 years of experience in forensic investigations and examinations, with a special focus on complex cases and operations, preferably in big corporate or financial institutions, internal oversight/investigative offices of international institutions, intergovernmental agencies, or national law enforcement agencies;
- A combination of formal professional experience and training from a national or international training institution, and a further two years of additional work experience in forensic investigations, may be accepted in lieu of an advanced degree;
- Extensive knowledge of digital forensic techniques in investigations;
- Expert knowledge of investigation techniques and procedures;
- Excellent research, analytical and problem-solving skills, including familiarity with analysis techniques;
- Experience in conducting complex investigations;
- Excellent ability to organize complex and voluminous sets of records and facts as well as the ability to execute various forensic tasks;
- Proficiency in the use of standard software programmes: Excel, Word, PowerPoint and Outlook;
- Ability to work in a non-discriminatory manner, with respect for diversity;
- High level of integrity, tact, sensitivity, discretion and good judgment;
- Ability to perform diverse and intricate work routines that are specific in objective;
- Ability to work independently and under pressure with a high-level of accuracy;
- Ability to exercise tact and discretion in dealing with internal and external parties;
- Excellent writing and presentation skills; and
- Strong interpersonal skills, and highly developed cultural sensitivity in communicating with all levels of staff and external clients, both orally and in writing.

\*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references.

### Required competencies

- Planning and organizing
- Team work
- Commitment to continuous learning
- Judgement/decision-making

### How to apply

Interested candidates are requested to send their CV and a letter of interest in a **single PDF file** to: [recruitment@gcfund.org](mailto:recruitment@gcfund.org)

File name: “[last name], [first name]” (e.g. Peterson, Anna)

Subject line: “IT Forensic Investigator”

Upon submission of your application, you will receive an automatic e-mail acknowledging receipt of your application. Should you not receive a response, however, please check your spam/clutter mail before resubmitting your application. Please also ensure to use the correct spelling for the subject line of your e-mail. Thank you.

**Applications from women and nationals of developing countries are strongly encouraged.**