



Position Specification



Global Fund to Fight AIDS, Tuberculosis & Malaria
Head, Investigations

Private and Confidential

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Our Client

This specification should be read in conjunction with information on the Global Fund's website at:

<http://www.theglobalfund.org>

Background

The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, the Global Fund is challenging barriers and embracing innovation. The Global Fund is agile, responsive and committed to serving affected communities, putting implementing countries in the lead to deliver healthier, productive and stable families, communities and nations. Through its innovative partnerships, the Fund has disbursed more than US\$53 billion to support programs in more than 150 countries. Over the last 20 years, the Global Fund partnership has saved 50 million lives and significantly reduced the annual death toll from HIV, tuberculosis (TB) and malaria since its peak in countries where the Global Fund invests.

The Global Fund's bold, ambitious new [Strategy: Fighting Pandemics and Building a Healthier and More Equitable World](#) sets out how the Global Fund partnership aims to accelerate impact towards the 2030 horizon and contribute to a world free of the burden of AIDS, tuberculosis and malaria with better, more equitable health for all, as set out in [Sustainable Development Goal 3](#).

The Strategy's primary goal is to end AIDS, tuberculosis and malaria, with a particular focus on making catalytic investments and leveraging innovations to spur faster progress in reducing new infections, addressing structural barriers to improved HIV, tuberculosis and malaria outcomes and building equity, sustainability and lasting impact. The new Strategy puts people and communities at the center of all our work.

Global Fund Principles

The work of the Global Fund is based upon four principles – partnership, country-ownership, performance-based financing and transparency – empowering implementers to lead the response to the three diseases, supported by a diverse range of partners in the health sector. The Global Fund plays a critically important role, and it is imperative that funding is invested for maximum impact, supporting the implementation of programs in the most effective way possible.

The Role

Reporting to the Board, the Office of the Inspector General (OIG) safeguards the assets, investments, reputation and sustainability of the Global Fund by ensuring that it takes the right action to accelerate the end of AIDS, tuberculosis and malaria as epidemics. Through audits, investigations and consultancy work, the Office of the Inspector General promotes good practice, reduces risk and reports on abuse.

Reporting directly to the Inspector General (IG), the Head of Investigations (HoI) leads the activities of the Investigations Unit (The Unit), maintaining objectivity, impartiality and fairness throughout the investigative process and with the highest level of integrity.

Key Responsibilities

Position Specification

Ref: Director of Investigations
Global Fund to Fight AIDS, Tuberculosis & Malaria

Under the guidance of the IG, Head of Investigations will lead a team of experienced professionals to undertake impactful investigations of potential prohibited practices within the Global Fund, and by implementers and suppliers, while ensuring compliance with applicable professional standards.

The objective is to ensure the OIG remains a leader amongst peers in relation to the quality of investigative work, strategic insights generation, and championing fraud risk prevention. The Head of Investigations will lead the Unit to high performance standards and ensure it attracts, maintains and develops the right people in the right roles with the right skills and mindset.

Key responsibilities include:

- Leading the development and implementation of a multi-year investigations unit strategy to support the IG in fulfilling their mandate and to demonstrate impact;
- Ensuring standard operating procedures are in place for initiating and conducting investigations into alleged prohibited practices, effectively and efficiently implementing applicable policy;
- Supporting counter-fraud activities, including reporting mechanisms and complaint receipt processes, in collaboration with OIG colleagues;
- Overseeing the application of computer forensic and e-discovery tools for conducting investigative work. This includes the classification and safeguarding of evidence and materials from investigatory work;
- Reviewing and approving all investigations reports and memos produced in the Investigations Unit and responsibility for ensuring that work products meet high quality standards, notably applicable evidentiary standards and due process requirements;
- Strategically liaising and collaborating as appropriate with investigative services of Global Fund's stakeholders to ensure effective and efficient response to allegations and proactive information sharing;
- Keeping the IG informed of the status of high priority or sensitive cases;
- Collaborating with the Ethics Office and the Community, Rights and Gender Department of the Global Fund on the prevention and response to allegations of Human Rights violations, child protection, and sexual exploitation and abuse matters;
- Strategically engaging and supporting management in improving the Global Fund's operations, in particular with respect to fraud risk management, and in providing a platform for learning by ensuring that lessons learned from investigations are incorporated into Global Fund policies and procedures and are shared across the Global Fund and its stakeholders;
- Skilfully assisting the IG in board and committee level meetings and performing other duties as assigned by the IG;
- Ensuring collaboration with the Professional Services and Audit Units of the OIG for effective information and knowledge management, as well as optimal operational delivery of all aspects of the OIG mandate, as determined by the IG;
- Being accountable for the Unit's budget and its optimization

Subject to change by the Inspector General at any time at their sole discretion.

Key Internal and External Relationships

- Inspector General, OIG Management
- The Management Executive Committee and the staff of the Secretariat
- Senior officials in implementer countries.
- Audit and Finance Committee, Global Fund Board
- Heads of Investigation Units in peer organizations.

Candidate Profile

The successful candidate will be a senior leader with solid track record in leading large investigations functions, ideally in international complex organizations, government, civil society or the private sector. An expert in investigating corruption, fraud, collusion, sexual exploitation and abuse and other prohibited practices, they will have experience formulating strategic priorities and managing a diverse team in an international setting. They will have a collaborative and diplomatic leadership style and are effective in internal and external stakeholder management. Further experiential and leadership competency requirements are listed below.

Experience

Essential:

- Proven leadership managing diverse teams in an international setting including a track record as a developer of talent;
- Seasoned professional with 15-20 year's work experience at a senior level;
- A solid understanding of the nature of the administrative investigations, including in the field of corruption, fraud and sexual exploitation and abuse investigations;
- Experience in formulating strategic direction and priorities;
- Experience in financial management;
- Experience working with audit or board level committees;
- Experience working with multiple sectors, such as international organizations, governments, civil society and the private sector.

Desirable:

- Knowledge of international procurement procedures and practice;
- Experience of managing sexual harassment investigations;
- Exposure to international health or developing world.

Qualifications

Essential:

- Advanced university degree, preferably in law, risk, accounting or areas related with investigations.

Desirable:

- Certified Fraud Examiner qualifications
- Professional internal auditing or accounting qualifications

Competencies

Operational Management Skills

- The capacity to translate the mission of the OIG and the Global Fund into actionable plans including developing comprehensive and flexible work plans;
- Proven ability to deliver results amid a high work load and multiple competing risks and demands;
- The ability to develop systems to quality assure the Investigations Unit outputs and work processes; and
- The promotion of learning and knowledge exchange within the OIG.

People management skills

- Team-building ability, the capacity to instill a culture that values measurable achievement, mutual support, and compliance with organizational processes;
- The ability to develop the capability of members of the team, bringing a focus on talent management and professional progression;

Relationship Building and Influencing Skills

- Expertise in working closely with Senior Managers and Executives, Board Members and Officials;
- Expertise in working closely with law enforcement agencies, anti-corruption agencies and supreme audit institutions in multiple jurisdictions;
- Effective stakeholder management skills, and the ability to influence internally and externally;
- Proven ability to articulate key messages and communicate effectively to multiple stakeholders;
- An appreciation of the differences (professional, political, and cultural) of a multi-stakeholder Board such as the Global Fund.

Languages

- An excellent knowledge of English and preferably a good working knowledge of French or one of the following: Arabic, Chinese, Russian, and Spanish. Knowledge of other languages would be an asset.

Location

The Head of Investigations will be based in Geneva, Switzerland.

Special Travel requirements

The position requires frequent travel and stays of sometimes more than one week managing investigations and projects in developing countries.

Diversity, Equity & Inclusion

The Global Fund is committed to a diverse, equitable, and inclusive work environment. To help it achieve this, the Global Fund welcomes applications from all qualified candidates who share this commitment, regardless of their sex, gender identity, sexual orientation, HIV status, race, national origin, cultural or ethnic background, disability, marital status, religion, or age.