

Job Description | Analyst – Enhanced Investigation Unit



JOB TITLE | Analyst – Enhanced Investigation Unit

JOB REFERENCE | JD_EIU_CAR_2021

LOCATION | London, Brussels, or home-based

REPORTING TO | Head of Enhanced Investigations

KEY RELATIONSHIPS | Regional field investigation teams; Tracing Unit; Analysis Unit

SALARY | Starting at £47,000 or USD/EUR equivalent

POSITION SUMMARY | To support and conduct investigations into human, financial, and logistical networks behind illicit transfers of weapons and closely related conflict resources.

This is a role for someone with some investigative experience, both online and offline, who is looking to do work that is important, meaningful, and impactful.

CONFLICT ARMAMENT RESEARCH | CAR is the world's only organisation dedicated to tracking the supply of weapons into conflict-affected areas and fragile states. CAR works to help expose the illicit supply of conventional and improvised weapons, ammunition, and related materiel into armed conflicts.

CAR staff work in more than thirty countries across Africa, Asia, Europe, and the Middle East. CAR partners with governments, international, regional and non-governmental organisations to conduct field investigations and to build investigative capacities, with an emphasis on in-person evidence-gathering and on generating information not available through open sources.

CAR's investigations provide policymakers with dynamic and quantifiable information to understand the modalities and facilitators of weapon transfers, and thereby to develop effective, evidence-based arms control policy. CAR is committed to working towards understanding the landscape of illicit weapon flows and to mitigating the supply of conventional and improvised weapons to unauthorised users.

PURPOSE | Reporting to the Head of Enhanced Investigations, the Analyst will work with other colleagues to support and advance investigations into the facilitation, logistics, and financing of:

- Illicit weapon transfers
- The procurement and development of components and precursors for improvised weapon systems
- Related conflict resources and expertise

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The postholder will help to design investigative strategies, analyse evidence, and develop and pursue leads using public and non-public sources.

The postholder will be responsible for one thematic or geographical area and will also support CAR investigators working on other areas. Support will involve analysis of data and information gaps, and identification of potential new sources of information.

RESPONSIBILITIES |

- Work with other investigative staff to design and implement investigative strategies to establish human, financial, and logistical networks involved in illicit weapon transfers.
- Conduct investigative research, including: identifying, obtaining, and exploiting relevant public and non-public records; managing evidence; writing up findings; managing data protection; and ensuring compliance with relevant laws and regulations.
- Identify outstanding case gaps, requirements and means of accessing information through analysis of current holdings and potential investigative opportunities.
- Analyse, compile, and process data holdings in support of determining material chains of custody.
- Cooperate with field operation teams as well as the Tracing, Technical Support, Analytics and Research Units, in support of investigations.
- Write, and support the drafting of, internal and public-facing briefings and reports to communicate investigative findings to internal and external stakeholders.
- Comply with evidence management standards, including the management of interview records, physical items, documents, and digital evidence items.
- Populate CAR databases.
- Contribute to the development of investigative standards, procedures, and SOPs in collaboration with other EIU staff and other units.
- Support fundraising for CAR investigative projects in collaboration with the Head of Enhanced Investigations and Directors.

PERSONAL SPECIFICATION |

It is essential to demonstrate experience in:

- Conducting research or investigations relating to weapons, conflict resources, armed groups, or terrorism.

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- Using IBM i2, Palantir, or other data management systems that incorporate information integration, management, and analytics.
- Developing and implementing investigative research strategies in at least one of the following areas: illicit finance, conflict resources, armed groups, terrorist networks.
- Working as part of a team to further investigations.
- Identifying and obtaining non-public information, documentation, and evidence in a lawful manner.
- Researching corporate, financial, and human networks.
- Appropriately managing sensitive data and confidential material.
- Generating and pursuing investigative leads using two or more of the following sources: public records, social media, trade records, transport/logistics records.
- Communicating complex investigative findings through written reports, data visualisations, and oral presentations.
- Fluent written and spoken English and at least one other language.

It is strongly desirable to demonstrate:

- An ability to write, read, speak and work confidently in one of the following languages: Arabic, Chinese, Russian.
- Experience of identifying, building, and interrogating large datasets.
- Familiarity with techniques of digital forensics/verifying digital evidence.
- Experience of compliance with libel/defamation law, privacy law, and other relevant regulatory regimes in North America, the European Union or the Middle East.
- Experience of managing the protection of sensitive or vulnerable sources, including through information security strategies.

EMPLOYMENT TERMS |

Probation: Three months.

Duration: Full time for an initial two-year term. Funding for this post is secured for two years, with an expectation that the role will be extended with continued funding.

Location: All staff have the option to work at CAR's London office or to work remotely. Candidates must provide proof of legal working status in their country of residence.

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Holidays: 30 days per year (Jan to Dec) in addition to statutory holidays in your country of residence.

Hours: The standard working week is 40 hours, but staff may be expected to work longer days and through weekends on some occasions, particularly when working away from their home base.

EQUALITY, DIVERSITY, AND INCLUSIVITY |

Our goal is to be a diverse workforce that is representative, at all job levels. We are undergoing a process of change to ensure we as an organisation are committed to creating an environment of mutual respect; one where equal employment opportunities are available to applicants and teammates of all backgrounds and protected characteristics.

At Conflict Armament Research we believe that diversity and inclusion is critical to our success as a global organisation. As such, we aim to recruit, develop, and retain the most talented people from a diverse candidate pool.

APPLICATION PROCESS |

To apply: Please email your CV and a cover letter, citing the Reference number in the subject line, which (1) details how you meet the person specification above, (2) gives a brief example (maximum 400 words) of an investigation or piece of investigative research you have undertaken, its progress and its findings.

Email to: recruitment@conflictarm.com

Deadline: 23:59 GMT Wednesday 17th February 2021

Interviews: March 2021

Starting date: As early as April 2021