



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

21 May 2020

The following vacancy exists at NSFAS in Cape Town.

Position	Forensic Investigation Practitioner x 3	Type & Grade	(6 Month Fixed Term Contract) Grade 9
Vacancy No	12 of 2020/21	Department & Unit	Governance, Risk and Compliance – Forensic unit

POSITION OVERVIEW:

The forensic investigation function is an internal function and the main purpose of this position is to assist and perform forensic investigations that have been referred to the Forensic unit for investigation

RESPONSIBILITIES:

Forensic Investigation Oversight and Strategy:

- Contribute, where required, to the development of a forensic strategy
- Deliver forensic investigations within investigation plan
- Work across the GRC Department to strengthen the department overall and contribute to its overall success

Forensic Investigation Operations

- Adhere to the internal forensic investigation standards and methodology for when conducting forensic investigations
- Conduct forensic investigation in-line with the forensic investigation methodology
- Deliver forensic investigation reports consistent with the forensic standards
- Identify root causes of weaknesses and recommending appropriate remedial actions
- Assist with the delivery of ad-hoc management requests
- Assist with forensic administrative functions

Forensic Investigation Talent Management

- Contribute to knowledge development and maintaining professional standards

Forensic Investigations and Reporting

- Conduct forensic consultations
- Gather and keep safe forensic evidence
- Contribute to forensic investigation reports on work performed
- Provide verbal feedback on forensic investigations performed
- Provide written status updates on various forensic investigations
- Compile forensic investigation reports

Managing Stakeholders

- Work collaboratively with external and internal parties ensuring that deliverables meet the budget and quality requirements to the desired levels
 - Contribute to the delivery of reports to stakeholders such as DHET, PCHET, etc
-

DESIRED SKILLS AND EXPERIENCE

Minimum Qualifications:

- Bachelor's Degree in either Accounting, Forensic Audit/Investigation, Internal Audit or Legal

Minimum Knowledge and Experience:

- At least 4 years proven forensic investigation experience
- Proven experience in conducting forensic investigations
- Demonstrated capability in compiling forensic investigation reports and gathering of evidence
- Knowledge of Public Financial Management Act and Treasury Regulations, Criminal and Civil Procedure Act

Preferred:

- Knowledge of NSFAS Act
- Experience in both private and government sectors
- 3 years audit or 2 years legal articles

Skills and Competencies Required:

- Analytical thinking and ability to probe down to level of detail
 - Maintaining objectivity and professional scepticism
 - Good written and verbal communication skills
 - Ability to work independently and in a team
 - Ability work on multiple projects
 - Ability manage own time and milestones
 - Ability to maintain a sense of resilience when faced with challenge
 - Remaining technically abreast with professional development matters
 - Ability to collaborate with other partners and other stakeholders such as external consultants, other organs of state and whistle-blowers
-

Computer Skills Required:

- MS Word – Intermediate
 - MS Excel – Intermediate
 - MS Power Point – Intermediate
 - MS Outlook – Intermediate
-

REMUNERATION & BENEFITS

Remuneration Package: R 515 939 to R 607 733

Total Cost to Company per annum inclusive of all benefits and company contributions.

Benefits and Conditions: Compulsory Medical Aid, Pension Fund & Annual Bonus

Included in the above remuneration is the company contribution to our compulsory pension fund (15%), medical aid contributions and an annual bonus.

PLEASE NOTE

Closing date: 04 June 2020

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations **

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “



National Student Financial Aid Scheme

10 Brodie Road, House Vincent, 2nd Floor, Wynberg, Cape Town, 7700 | Private Bag X1, Plumstead, Cape Town, 7800

Tel No.: 0800 067 327 | 021 763 3200 | Email: jobs@nsfas.org.za
