

Job Specification & Recruiting Profile of Vacancy

07 September 2020

The following vacancy exists at NSFAS in Cape Town.

Position	GRC Forensic Investigator	Type & Grade	Permanent (Grade 11)
Vacancy No	38 of 2020/21	Department & Unit	Governance, Risk & Compliance

POSITION OVERVIEW:

This is a new role and its primary purpose is to execute forensic matters arising within NSFAS, and where relevant, parties relating to NSFAS. The overall objective of the function is to minimize and manage serious risks to the organization from reputational damage, financial loss, disruption of business operations and exposure to potential criminal, civil and regulatory liability as a result of fraud or corruption. The successful incumbent will be reporting to the Governance, Risk and Compliance Executive.

RESPONSIBILITIES:

Forensic Oversight and Strategy

- Contributing to all ethics, fraud and anti-corruption related policies, frameworks policies, strategies and plans with a view to reducing the risk of fraud and corruption and building organizational resilience
- Be cost sensitive and operate within the unit budget
- Work across the GRC unit to strengthen the unit overall and contribute to its overall success (not just that of internal audit)

Forensic Operations

- Executing forensic matters as assigned in NSFAS
- Define root cause of weaknesses and recommend the implementation of remedial action
- Drive/ contribute/ participate in disciplinary hearings and cases
- Delivering on fraud awareness training and assisting with the implementation of the whistleblowing processes, including whistle blower protection processes in terms of the Act
- Work with the contractor who manages the whistle-blowers hotline and investigate all matters as assigned
- Contribute to policy developments across NSFAS with respect to forensic matters and recommending practical control and process improvements to prevent or detect fraud
- Contributing to the design and implementation of fraud and corruption counter measures and detection capabilities

Forensic Talent Management

- Remain abreast with technical professional development matters
- Remain abreast with organizational changes

Forensic Impact and Reporting

- Report on all forensic activities at agreed intervals
 - Write up reports on investigations executed
 - Collaborate with line one and others in line two and three in order to bring about recommended changes to the governance, risk and control landscape, such that all lines are strengthened
 - Provide input and advice as follows (this is not exhaustive and is to be used as a guide):
 - Business improvements opportunities
 - Risk matters
 - Regulatory matters
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- Forensic matters
 - Cyber matters
 - Governance matters
 - General governance, risk and control improvements

Managing Stakeholders

- Work collaboratively with stakeholders in order to achieve outcomes
- Work collaboratively with the contractor for the whistleblowing hotline

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's Qualification
- Member of the CFE or studying towards it.
- At least 7 years' proven experience in the field of forensic investigations
- Demonstrated experience implementing and enforcing all ethics, fraud and anti-corruption related policies and frameworks
- Demonstrated ability of delivering fraud awareness training and assisting with whistleblowing processes, including whistle blower protection processes in terms of the Act
- Demonstrated ability performing forensic investigations with a track record of successful sanctions being implemented against individuals or teams
- Assist with the management of the whistle blower's hotline and dealing with forensic cases that result from this
- Exposure to dealing with syndicated fraud
- Demonstrated ability to recommend practical control and process improvements to prevent or detect fraud
- Contributing to the design and implementation of fraud and corruption counter measures and detection capabilities
- Knowledge of Public Financial Management Act.

Beneficial skills and experience:

- While qualifications such as CA (SA) and CIA will be considered, preference will be given to those with a legal qualification
 - Post Graduate Qualification
 - Knowledge of various relevant legislations, such as the NSFAS Act, Labour legislations (specifically as they relate to disciplinary and related processes), Criminal and Civil Procedure Act, etc.
 - Experience in both the financial service and government sectors
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- Exposure to the higher education sector
 - Exposure to cyber/ digital forensics

Core Competencies:

- Analytical thinking and ability to probe down to levels of detail
- Maintaining objectivity and professional scepticism
- Competent in both written and verbal communication skills
- Cost consciousness and acting within budgetary constraints
- Ability to maintain resilience and objectivity when faced with challenge, maintaining professional integrity at all times
- Ability to work under pressure and remain abreast in times of high change
- Ability to manage self in order to achieve and maintain high performance
- Remaining technically abreast with professional development matters
- Work collaboratively external resources, such as the whistle blowers' contract

Computer skills required:

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

REMUNERATION & BENEFITS

Remuneration Package:

R 731,862 to R 862,105 per annum

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

PLEASE NOTE

Closing date: 21 September 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. "

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