



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC02106/21</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Consultant: Ethics and Fraud Awareness</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>D2</b>
<b>SALARY</b>	<b>:</b>	<b>R 487 405 – R 812 342</b>
<b>REPORT TO</b>	<b>:</b>	<b>Senior Manager: Integrity Management</b>
<b>DIVISION</b>	<b>:</b>	<b>Enterprise Risk Management</b>
<b>Department</b>	<b>:</b>	<b>Integrity Management</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Centurion</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To conduct ethics and fraud awareness activities throughout the organisation, which includes employees, clients and services providers in order to promote ethical business practices and the reporting of unethical conduct. To conduct Fraud Risk Assessments to ensure organizational compliance and maturity.

### Key Responsibility Areas

- Review, design, develop and implement ethics and fraud prevention policies, strategies, plans and processes within the organisation;
- Conduct an annual Fraud Risk Assessment and maintain the risk register;
- Develop and implement the annual Fraud Prevention Plan;
- Promote fraud prevention mechanisms like the SITA Ethics Hotline;
- Conduct ethics and fraud awareness training and workshops; and
- Coordinate the integration of ethics messaging into the organisational culture.

### Qualifications and Experience

**Minimum:** 3 year National Diploma/Bachelor degree in Risk Management, Communication, Behavioural Science, Industrial Psychology, Marketing and/ or equivalent qualification.

**Advantageous:** Certified Fraud Examiner; **Advantageous:** Ethics Officer Certification Programme.

**Experience :** 6-7 years experience within Organisational Ethics, Communication and Marketing, Fraud Risk Management or Enterprise Risk Management, including at least 2 ethics or fraud campaigns. The incumbent will be required to travel to other SITA Provincial offices.

### Technical Competencies Description

**Knowledge of:** Fraud Risk Management; Forensic Investigation: principles, practices and processes; Organisational Ethics; Best practice presentation and communication methods and platforms; Graphic design; Basic understanding

of the ICT Business Environment and Landscape; Relevant legislative framework; Change management. Skills: Corporate Governance. Leadership Competencies: Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Planning and Organising; Creative Problem Solving; and Decision-making.

#### **Other Special Requirements**

N/A

#### **How to apply**

Kindly send your CV to: [Malebo.recruitment@sita.co.za](mailto:Malebo.recruitment@sita.co.za)

#### **Closing Date: 13 April 2021**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on its Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves the right not to make an appointment.
- Appointment is subject to obtaining a positive security clearance, the signing of a balance score card contract, verification of the applicant's documents (Qualifications), and reference checking.
- Correspondence will only be entered into with shortlisted candidates.
- CV's from Recruitment Agencies will not be considered.
- CV's sent to an incorrect email address will not be considered.