



VACANCY

REFERENCE NR	:	FA_IA_FTC_Apr-2018
JOB TITLE	:	Consultant: Forensic Audit X1
JOB LEVEL	:	D2
SALARY	:	R 487 405 – R 812 342
REPORT TO	:	Senior Manager: Forensic Audit
DIVISION	:	Internal Audit
Department	:	Internal Audit-Forensic Audit
LOCATION	:	SITA Centurion
POSITION STATUS	:	Fixed Term Contract- 36 Months (Internal/External)

Purpose of the job

To plan and execute the professional performance of forensic investigations and anti-corruption and anti-fraud functions in accordance with the professional standards of the Association of Certified Fraud Examiners or any other professional forensic body.

Key Responsibility Areas

Manage the planning, execution, reporting and resolution of forensic investigations, management requests, ethics line reports and projects in line with the forensic audit plan, applicable forensic audit standards and procedures and forensic investigation methodology in order to detect and prevent unethical behaviour within and against SITA;

Prepare and present factual forensic audit reports on significant findings and recommendations, and ensure the effective resolution of all cases allocated (including development of charges and legal advice);

Acquire and manage the use of technology audit tools and resources in support of the Forensic Investigation methodology and objectives;

Manage relationships with internal SITA clients and other stakeholders through regular liaison, consultations and presentations with the objective of achieving improved client satisfaction and awareness; and

Manage the planning, execution and reporting of pro-active anti-corruption and anti-fraud projects, in line with the Annual Forensic Audit Plan.

Qualifications and Experience

Minimum: 3 years National Diploma/Degree in Forensic Investigations or Law. In possession of, or studying towards, a Certified Fraud Examiner (CFE).

Experience: 6 - 7 years' experience forensic investigations or law field.

Technical Competencies Description

Knowledge of: Various and relevant legislation: Understanding of relevant legislation, State Information Technology Agency Act. Legislation: Prevention and Combatting of Corrupt Activities Act (PRECCA), Labour Relations Act, Criminal Procedure Act, Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of finance and accounting systems and practices, Professional Standards for the practice of Forensic investigations, methodologies and standards, Anti-corruption and anti-fraud better practices, Project management, Customer service management.

Skills: Report writing, Data Interrogation, Advanced interviewing skills (witnesses and suspects), Drafting of Affidavits and Charge sheets, investigation, Capacity Planning and Resource Management, Risk Management, Asset Management, Stakeholder Management, People management, Business advisory, Facilitation, Analytical, Monitoring and Reporting.

Other Special Requirements

The incumbent will be required to engage with various stakeholders/role players and to travel nationally/internationally, as and when required.

How to apply

Kindly send your CV to sophia.recruitment@sita.co.za

Closing Date: 30 April 2018

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on 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 a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be considered.