



VACANCY

REFERENCE NR	:	VAC00466/24
JOB TITLE	:	Consultant: Fraud and Ethics Awareness
JOB LEVEL	:	D2
SALARY	:	R 620 597 – R 930 895
REPORT TO	:	Senior Manager: Integrity Management
DIVISION	:	Governance & Risk, Compliance and Integrity
DEPT	:	Integrity Management
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To draft and implement the annual fraud prevention and awareness plan. To conduct ethics and fraud awareness activities throughout the organization, which includes employees, clients and service providers, in order to promote ethical business practices and the reporting of unethical conduct. To conduct Fraud Risk Assessments to ensure organisational compliance and maturity.

Key Responsibility Areas

- Review, design, develop and implement ethics and fraud prevention policies, strategies and processes within the organization;
- Research and analyse ethics and fraud prevention strategies and ensure implementation of best practices in the organisation;
- Develop and implement companywide ethics and fraud awareness plans;
- Develop, co-ordinate and implement ethics and fraud awareness campaigns, customized for employees, clients and service providers;
- Conduct ethics and fraud prevention training;
- Conduct Fraud Risk Assessments and develop mitigation plans;
- Actively promote the availability of the SITA Ethics Line to employees, clients and service providers.
- Assist as subject matter expert during investigations by either Internal Audit or Employee Relations pertaining to unethical behaviour.

Qualifications and Experience

Required Qualification: minimum 3-year National Diploma / Degree in Risk Management, Communication, Human/Behavioral Science, Industrial Psychology, Marketing and / or equivalent qualification.

Advantageous: Certified Fraud Examiner and /or Ethics Officer Certification Programme.

Experience: 6 – 7 years' experience within Organizational Ethics, Communication and Marketing, Fraud Risk Management or Enterprise Risk Management, including at least 2 successfully completed ethics or fraud campaigns. The incumbent will be required to travel to other SITA provincial offices from time to time.

Technical Competencies Description

Knowledge of: Fraud Risk Management: frameworks and processes; Forensic Investigation: principles, practices and processes; Organizational 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.

Interpersonal/behavioural competencies: Attention to detail, creative problem solving, analytical thinking, outcomes driven, exceptional presentation skills and continuous learning.

Other Special Requirements

N/A.

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered.

Closing Date: 20 June 2023

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 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.
- CV`s from Recruitment Agencies will not be considered.

