



## INTERNAL AND EXTERNAL ADVERTISEMENT

**JOB TITLE:** Senior Manager: Forensic Investigations

**SALARY GROUP:** Senior Management Level

**LOCATION:** PRASA Corporate Office, Braamfontein

**DEPARTMENT:** Group Internal Audit

**POST NUMBER:** TBA

**REFERENCE:** R&S/SMFL/GIA/07

**DEPARTMENTAL MISSION:** To lead and manage independent forensic investigation auditing services for the Group.

**KEY PERFORMANCE AREAS (KPA):**

**1. Lead and manage forensic and investigation assignments**

- Provide input during the development and review of the departmental operational plans and budget.
- Develop and benchmark forensic investigations methodologies, policies processes and procedures.
- Develop and implement forensic approach and guidelines to reduce / eliminate crime/misconduct.
- Conduct complex investigations:
  - gather, review and analyse data.
  - conduct interviews.
  - obtain statements etc.
- Lead interviews for sensitive investigations.
- Direct data mining and analysis of various databases and systems.
- Represent the organisation or testify in internal disciplinary hearings and/or criminal or other legal proceedings.
- Liaise with law enforcement agencies.
- Analyse, assess and investigate Hotline reports.

**2. Provide consulting and advisory services**

- Provide support and advice on:
  - the improvement of controls, risk management and compliance.
  - Risk and control deficiencies.
  - the need to undertake special projects.
- Promotes the independence of the audit function.
- Identify interconnected tactical problems, and determine the impact, patterns and trends to identify alternatives and best practice solutions, anticipating future challenges.
- Builds and maintains effective business networks and relationships with all relevant internal and external parties.

**3. Reporting**

- Analyse information for reporting purposes.
- Provide:
  - updates to CAE.
  - Weekly, Monthly, quarterly progress reports or as required.
  - reports such as on findings of investigation, summary of evidence, fraud, misconduct etc.

**4. Management of resources**

- Track progress on investigations.
- Manage human, physical and financial resources in line with organisational policies, processes and procedures.
- Ensure compliance with Human resource policies and procedure.
- Ensure:
  - compliance with forensic methodology and professional standards.
  - Application of audit principles.
  - budgeting and expenditure.
  - Recordkeeping etc.

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:						
<ul style="list-style-type: none"> <li>• PFMA, Treasury Regulations, King Code, and related Standards</li> <li>• Computer Literacy</li> <li>• Business Acumen</li> <li>• Contract, risk, project, human resource management principles and practices</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting</li> <li>• Time management</li> <li>• Communication</li> <li>• Management</li> <li>• Analytical</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive</li> <li>• Detail oriented</li> <li>• Result oriented</li> <li>• Integrity and Ethics</li> </ul>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Internal Auditing /Accounting/RiskManagement/Legal (NQF 7)</li> <li>• Certified Fraud Examiner (CFE) or Commercial Forensic Practitioner (ICFP)</li> </ul> <p><b>Professional Membership</b></p> <ul style="list-style-type: none"> <li>• Association of Certified Fraud Examiners (ACFE) or related</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years of forensics/investigations experience of which a minimum 5 years should be on the managerial level, or 10 years of auditing / legal experience of which a minimum 5 years should on the managerial level within a forensic environment</li> </ul> <p><b>Added advantage</b></p> <ul style="list-style-type: none"> <li>• Certificate or experience in Computer Forensics</li> </ul>						
<p>Please apply by completing an internal application form and submitting this together with your complete CV to: Senior Manager: Recruitment &amp; Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1st Floor, PRASA Umjantshi House, 30 Wolmarans Street, Braamfontein. For the attention of: Valentine Mabena or email: <a href="mailto:Valentine.Mabena@prasa.com">Valentine.Mabena@prasa.com</a></p>			<p><b>CLOSING DATE: 20 February 2024</b></p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>						
<p>By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI")</p> <p>A copy of PRASA's Privacy notice is available on the website or on request.</p>									
<p><b>ISSUED BY CORPORATE RECRUITMENT OFFICE</b></p>	<p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p>	<p><b>MALE</b></p>		<p><b>FEMALE</b></p>					
		<p>African X</p>	<p>Indian X</p>	<p>Coloured X</p>	<p>White</p>	<p>African</p>	<p>Indian</p>	<p>Coloured</p>	<p>White</p>