



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

2 May 2019

The following vacancy exists at NSFAS in Cape Town.

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| Position | Forensic Lead Investigator | Type & Grade | One Year Fixed Term Contract (Grade 13) |
| Vacancy No | 82 of 2019/20 | Department & Unit | Governance, Risk & Compliance |

POSITION OVERVIEW:

This is a new role and its primary purpose is to lead all forensic matters arising within NSFAS, and where relevant, parties relating to NSFAS. The overall objective 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 report to the Governance, Risk and Compliance Executive.

RESPONSIBILITIES:

Forensic Oversight and Strategy

- Developing, implementing and maintaining 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
- Leading directing and executing all forensic matters in NSFAS
- Manage the forensic cost centre 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

- Leading directing and executing all forensic matters in NSFAS
- Define root cause of weaknesses and recommend the implementation of remedial action
- Drive/ contribute/ participate in disciplinary hearings and cases
- Define policies for internal vs external forensic matters
- Designing and embedding fraud awareness and whistleblowing processes, including whistle blower protection processes in terms of the Act
- Monitor and manage the whistleblowers hotline
- Contribute to policy developments across NSFAS with respect to forensic matters and recommending practical control and process improvements to prevent or detect fraud
- Designing and implementing fraud and corruption counter measures and detection capabilities

Forensic Talent Management

- Ensure that all staff members in the unit, including self, have agreed and signed individual performance scorecards and development plans
- Ensure that all staff members in the unit remain abreast with technical professional development matters
- Ensure that the staff members in the unit remain abreast with organizational changes

Forensic Impact and Reporting

- Report on all forensic activities at agreed intervals
 - Collate integrated reported for the unit
 - 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):
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- Business improvements opportunities
 - Risk matters
 - Regulatory matters
 - Forensic matters
 - Cyber matters
 - Governance matters
 - General governance, risk and control improvements

Stakeholder Management

- Work collaboratively with stakeholders in order to achieve outcomes
- Manage the outsource contract for the whistleblowing hotline

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's Qualification
- Member of the CFE
- At least 10 years' proven experience in the field of forensic investigations
- Demonstrated experience in developing, implementing and maintaining all ethics, fraud and anti-corruption related policies and frameworks
- Demonstrated ability of embedding fraud awareness and whistleblowing processes, including whistle blower protection processes in terms of the Act
- Demonstrated ability in leading and directing, as well as performing, forensic investigations with a track record of successful sanctions being implemented against individuals or teams
- Manage and oversee the whistle blower's hotline
- Exposure to dealing with syndicated fraud
- Demonstrated ability to recommend practical control and process improvements to prevent or detect fraud
- Designing and implementing 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
 - Exposure to the higher education sector
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- Exposure to cyber/ digital forensics

Core Competencies:

- Analytical thinking and ability to probe down to levels of detail
- Maintaining objectivity and professional scepticism
- Highly competent in both written and verbal communication skills
- Able to manage cost centre all resources
- Ability to maintain resilience and objectivity when faced with challenge, maintaining professional integrity at all times
- Ability to work at a fast pace and remain abreast in times of high change
- Ability to manage teams in order to achieve and maintain high performance
- Remaining technically abreast with professional development matters
- Ability to manage external resources and oversee any additional contracts, 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 1 005 063 to R 1 183 932 per annum

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

PLEASE NOTE

Closing date: 16 May 2019

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



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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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