



Assistant Director: Ethics and Fraud Prevention (ODG12/2022)

Salary: R382 245 per annum plus 37% in lieu of benefits

Centre(s): Pretoria

Requirements:

- National Diploma (NQF 6) / Bachelor Degree in Risk/Forensic Investigation or relevant qualification.
- A minimum of three (3) years' experience in the forensic or relevant field.
- Technical knowledge in the application of fraud and ethics management concepts and principles.
- Knowledge and understanding of the concepts of control and corporate governance, fraud and ethics management standards and procedures, financial policies, and related legislation:
 - PFMA and Treasury Regulations, fraud prevention policies and related legislation, public service anti-corruption strategy, Prevention and Combating of Corrupt Activities Act, 2004, Protected Disclosure Act, 2000.
- In-depth knowledge of the business of the institution and government operations.
- Good understanding of business processes.
- Certified fraud examiner (CFE) or Institute of Commercial Forensic Practitioners (ICFP).
- Good understanding and working knowledge of information technology (IT) systems.
- Prior experience in workshop facilitation and the ability to liaise at various levels of an organisation.
- Able to analyse, compare and interpret information and make appropriate recommendations.
- Methodical and logical when analysing information, administration fields, public service and departmental procedures and prescripts, investigative skills, computer literacy, excellent written skills, inclusive of report writing and verbal, excellent facilitation, presentation, and communication skills.
- Able to negotiate in a spirit of co-operation and collaboration, excellent problem-solving skills, good interpersonal relations skills, honesty, ability to work long hours voluntarily, ability to gather and analyse information, ability to develop and apply policies, ability to work individually and in team creativity, ability to work under extreme pressure, sense of responsibility and loyalty.

- Initiative and creativity.

Duties:

- Conduct fraud investigations within the department.
- Provide support in effective and efficient fraud and ethics governance frameworks.
- Provide fraud risk management support.
- Provide ethics management support.
- Provide a compliance, advisory, and facilitation role in the department's management of ethics.

Enquiries: Ms K Gutshwa
Tel: 012 399 9387

For attention: Human Resource Management

Closing date: 10 October 2022

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.