

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the abovementioned vacancy within its Risk Management Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

FORENSIC INVESTIGATOR (REF NO: MM-GM-FIA1)

DIVISION: RISK MANAGEMENT

SECTION: FRAUD RISK MANAGEMENT

SALARY SCALE	TASK LEVEL 13 – Total cost to company – R840 946.37 – R1 016 107.12 per annum BENEFITS: Car allowance, Medical aid, Housing allowance, Pension and Group life
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JOB PURPOSE:

To manage the fraud risk management section within the risk management division.

Developing fraud detection, investigation and prevention initiatives by allocating instructions, providing guidance and monitoring fraud risk within the municipality. Managing and executing forensic investigation processes and fraud risk assessments. Analysing the information and producing forensic reports. Facilitating and managing the activities and processes of special forensic investigations and liaising with relevant stakeholders. Analysing identified fraud risks and reporting fraud risk issues to the Chief Risk Officer and where relevant, executive management.

SELECTION REQUIREMENTS FOR THE POST:

- B-degree in forensic accounting, legal or equivalent; and
- Advanced certificate in Fraud examination

OTHER REQUIREMENTS/SKILLS:

- Registered Certified Fraud Examiner (CFE) at the Association of Certified Fraud Examiners (ACFE);
- Qualification in fraud risk management and / or forensic investigations;
- Good knowledge of Municipal Management Finance Act, Municipal Structures Act, Municipal Systems Act, Municipal Procurement Policy Framework and Treasury Regulations;
- Excellent report writing skills;
- Good knowledge of fraud analysis and fraud prevention systems;
- Analytical and investigative minds-set;
- Good understanding of fraud risk management principles;
- Ability to develop and present fraud risk reviews;
- Persistence in driving issues to resolution;
- Strong personality and ability to handle conflict;
- Professional and positive attitude;
- Strategic and logical reasoning skills;
- Demonstrate knowledge of the industry;
- Demonstrate high integrity and commitment to work ethics;

- Applies integrative cognitive skills;
- The ability to apply knowledge of quality processes and fraud risk procedures;
- Computer literate with MS Excel, Ms Word and Financial Systems;
- Function Independently and performance driven; and
- A valid code B driver's licence

EXPERIENCE:

- 5 years forensic work experience

COMPETENCIES

<ul style="list-style-type: none"> • Written communication • Advocacy/ negotiation • Research and analysis 	<ul style="list-style-type: none"> • Communication • Cognitive ability • Coaching and mentoring
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GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the pre-scribe application form. Your fully completed application form must be accompanied by your CV and relevant certified

supporting documents when handing it in. Certified copies must not be older than three (3) months. **No fax copies will be accepted. *No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.***

Your application can be submitted via email to: riskjobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 15 March 2024 at 23h59

Closing date for hardcopies: 15 March 2024 at 15h30

CITY MANAGER