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| Position | Investigations Officer (Ethics) |
| Department | Legal, Ethics and Compliance Department |
| Reporting to: | LEC Executive |
| Contract | Permanent |
| Preferred commencement date | ASAP |

Summary of the Position

1. To assist with the development and maintenance of the ethics strategy
2. Ensure compliance to ethics strategy for the Institute
3. Assist the Chief Ethics Officer with collating necessary reports for the SEC
4. Work with the ethics champions to develop and implement the ethics strategy
5. Provide Tier 3 support to members in respect of their ethics queries
6. Keep records and trends of ethics related matters
7. Assist members with ethics related matters that could lead to disciplinary
8. Assist with the preparation of SEC report as well as liaise with relevant executives to collate reports due for quarterly meetings and *ad hoc* attendance at the SEC.
9. Dedicated resource on all ethics related matters and articles for the professional accountant and SAIPA website
10. Write ethics and disciplinary articles relevant for SAIPA members
11. Basic research on relevant legal issues in respect of disciplinary and assistance with articles for the Professional Accountant.
12. Presentations to members and research on other relevant articles for members available on the SAIPA website or regional newsletters
13. Responsible for Investigations Committee, Disciplinary Committee, Appeals Committee and any Legal or Disciplinary *ad hoc* Committee administration including agenda, summaries, minutes and all

correspondence to affected parties, including the sheriff and tracers where applicable.

14. Responsible for the Ethics Risk Register and all reports in respect of same, whether to RMC, ARC or the SEC.

15. Assist with budgets and forecasts in respect of disciplinary and ethics.

| SKILLS | KNOWLEDGE | ATTITUDES |
|--|------------------|---|
| 1. Numerical Acumen 2. Project Management 3. Interpersonal Skills 4. Influencing Skills | 1.CRM 2.SAP | 1.Self-starter 2.High work ethic 3.Disciplined 4. Persistent |

MINIMUM REQUIREMENTS

- Minimum Paralegal qualification
- LLB
- Certified Ethics Officer
- Certified Fraud Examiner
- 2 years' experience in an ethics related environment
- Exposure to CRM, SAP, or other form of database

To apply, please send your CV to Catherine Sekele at careers@saipa.co.za