

UNIT FOR INTERNAL AUDIT
SENIOR FORENSIC SPECIALIST
PEROMNES POST LEVEL 7

In pursuit of the ideals of excellence and diversity, the University of Pretoria wishes to invite applications for the following vacancy.

The University of Pretoria's commitment to quality makes us one of the top research Universities in the country and gives us a competitive advantage in international science and technology development.

RESPONSIBILITIES:

The Senior Forensic Specialist is responsible for the following:

- Ensuring the University's compliance with the Protected Disclosures Act (as amended) and applicable University policies relating to whistle-blowing, fraud, legislative compliance, forensic investigations and related internal audit and advisory matters;
- Performing risk assessments, preliminary enquiries, detailed investigations and related activities;
- Preparing reports, summaries and analyses and maintenance of related documentation;
- Performing legal compliance assessments and activities required by University policies and procedures;
- Assisting the Head of the Unit and managers with strategic projects, related activities and administration.

MINIMUM REQUIREMENTS:

- Bachelor of Law (LLB)/BCom (Law)/BProc/BJuris degree with a forensic and/or compliance professional designation (Certified Fraud Examiner (CFE) or Compliance Practitioner (CPrac) or Compliance Professional (CProf)); OR
- BTech (Forensic Investigation)/BCom (Hons) Forensic Accounting or BCom (Hons) in Fraud Risk Management or similar, with a forensic and/or compliance professional designation (Certified Fraud Examiner (CFE) or Compliance Practitioner (CPrac) or Compliance Professional (CProf));
- At least six year's practical experience in forensic investigations (criminal and civil);
- At least three year's practical experience legislative compliance.

REQUIRED COMPETENCIES (SKILLS, KNOWLEDGE AND BEHAVIOURAL ATTRIBUTES):

- Advanced forensic investigation skills, including IT investigation skills;
- Advanced skills in Microsoft Office;
- Advanced communication skills and the ability to write comprehensive reports;
- The ability to communicate effectively with senior and executive management;
- Advanced interpersonal and the ability to work in a team;
- Advanced negotiation skills;
- The ability to function under pressure.

ADDED ADVANTAGES AND PREFERENCES:

- Admitted Attorney (RSA) with completed articles, Admitted Advocate (RSA) with completed pupillage, Master's degree in related fields, Chartered Accountant (CA(SA)), Certified Information Systems Auditor (CISA);
- Relevant experience in a legal or law enforcement environment;
- Relevant experience in higher education environment.

PLEASE NOTE: All shortlisted candidates may be required to participate in relevant skills assessments as part of the selection process.

The annual remuneration package will be commensurate with the incumbent's level of appointment, as determined by UP policy guidelines. UP subscribes to the BESTMED medical aid scheme and UMVUZO Health. UP partially contributes, as may be applicable, towards the relevant monthly premium.

Applicants are requested to apply online at www.up.ac.za, and follow the link: Careers@UP. **CV's submitted via email or in hardcopy will not be considered.**

In applying for this post, please attach:

- A comprehensive CV;
- Names, e-mail addresses and telephone details of three referees whom we have permission to contact.

CLOSING DATE: 25 June 2018

No application will be considered after the closing date, or if it does not comply with at least the minimum requirements.

ENQUIRIES: Ms Carin Erasmus, e-mail enquiries only: carin.erasmus@up.ac.za

Should you not hear from the University of Pretoria by 31 August 2018, please accept that your application has been unsuccessful.

The University of Pretoria is committed to equality, employment equity and diversity.

In accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets, preference may be given, but is not limited to candidates from under-represented designated groups.

All candidates who comply with the requirements for appointment are invited to apply. All candidates agree to undergo verification of personal credentials.

The University of Pretoria reserves the right to not fill the advertised positions.