

## Senior Forensic Investigator (Pretoria): Job Description and Expectations

### Purpose:

To conduct a variety of investigations within the private and public sectors relating to *inter alia*, fraud, corruption and instances of economic crime. Perform all aspects of the investigations from gathering of information to the formulation and writing of the forensic reports.

### What we believe and how we behave - Integrity and Ethics

If you are to be successful in this company, you need to have Integrity and behave ethically.

#### Integrity:

Integrity is being honest, having strong moral principles, and doing the right thing even when no one is watching. Integrity is internal. It's our personal choice of how we want to behave – personally and professionally.

#### Ethics:

When we talk about ethics, we refer to something largely external. The official rules, regulations and organisational codes of conduct that have been created with the intention of giving people a moral framework in which to operate. We expect you to behave with Integrity and to follow a number of codes of ethics listed below, company rules and regulations as well as the laws of this country.

Personal Ethics	The ethical principles and values applied by an individual to decision-making, conduct and interaction between oneself and others.
Business Ethics	The ethical principles and values applied by the organisation to decision-making, conduct and the relationship between the organisation, its stakeholders and society.
Professional Ethics	The fundamental ethical principles and values applied by a professional Fraud examiner to decision-making, conduct and the relationship between the professional, its stakeholders and society.
Professional Citizenship	The ability to demonstrate professional behaviour, have a positive impact on one's profession and a commitment to serve public interest.

If you like to bend rules and get 'creative', this is NOT the organization for you. You must be able to act impartially on all assignments and conduct yourself in a professional and ethical manner.

#### **You MUST disclose and provide details:**

- 1) If you have been fired from a job. We need company name and why you were fired**
- 2) If you resigned or were dismissed due to dishonesty**
- 3) If you have ever had a criminal record**

#### **Directors:**

Executive: JGL van Wyk; JH van Wyk  
 Non-Executive: SR Bartlett & ND Steenkamp

**Please do NOT submit your CV for consideration if you do not meet the minimum criteria listed below in terms of qualifications and experience AND have the necessary competencies specified.**

## **Minimum Qualifications**

### **Required Qualifications:**

- Matric Pass
  - CFE and/or FP
  - B. Degree – Forensic and Investigative Auditing
- OR**
- B. Degree – Accounting
- OR**
- B. Degree – Law

**Certified copies of all of qualifications MUST be provided. It will not be accepted if it is not certified by the institution.**

### **Would be advantageous:**

- Accounting or auditing background
- Have practiced law
- Forensic Practitioner

## **Experience**

- MINIMUM of 10 years working experience in a financial forensic environment
- People and investigation management experience at SENIOR Investigator level

In commercial forensic practice, expertise and integrity are combined to serve the public interest.

Practitioners collect, analyse, scrutinise and present data, facts, information and evidence in an objective and impartial way, allowing clients, employers and society to prevent, detect and respond to economic crime and related irregularities. Reliability and quality in this profession follow from rigour in the application of professional standards, and a commitment to ethical standards.

The core competencies (knowledge, skills and attributes) we require you to have to be successful in this position are outlined below.

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**Job Competencies Required** (You need all the competencies listed below)

COMMERCIAL FORENSIC INVESTIGATION	PRACTICE & FRAUD RISK MANAGEMENT
Competencies - You need to be sufficiently qualified to perform these tasks	Competencies - You need to be sufficiently qualified to perform these tasks
Demonstrate detailed knowledge of the investigation process of crime within the commercial forensic environment.	Demonstrate detailed knowledge of ethical standards and practice relevant to the South African commercial forensic environment.
Demonstrate detailed knowledge of interviewing and related skills relevant to the investigation of crime within the commercial forensic environment.	Demonstrate detailed knowledge of the relevant role-players (public and private entities, regulators, the legal fraternity, etc.) relevant to the commercial forensic environment.
Demonstrate detailed knowledge of the different forms of statements, drafting of statements and the administration thereof relevant to the investigation of crime within the commercial forensic environment.	Demonstrate a detailed knowledge of commercial crime and statistics related thereto.
Demonstrate detailed knowledge of case administration relevant to the investigation of crime within the commercial forensic environment.	Solve problems through the analysis of sets of facts and/or source documentation related to fraud risk management and risk management within the commercial forensic environment and formulate arguments flowing therefrom in an orderly fashion.
Demonstrate detailed knowledge of the process and practical execution of private search and seizure within the South African context relevant to the investigation of crime within the commercial forensic environment.	Demonstrate an ability to evaluate different sources of information, select information appropriate to the task, and apply well-developed processes of analysis, synthesis and evaluation to that information relating to practice management, forensic reporting standards and fraud risk management.
Demonstrate detailed knowledge of statements in terms of the Criminal Procedure Act 51 of 1977 relevant to the investigation of crime within the commercial forensic environment.	Demonstrate an ability to present and communicate complex information reliably and coherently using appropriate academic and professional or occupational conventions, formats and technologies falling within the ambit of practice and fraud risk management.
Demonstrate an ability to evaluate different sources of information, select information appropriate to the task, and apply well-developed processes of analysis, synthesis and evaluation to that information relating to the investigation of crime within the commercial forensic environment.	

- Be computer Literate (MS Office)
- Understand systems and processes within organizations
- Knowledge of Professional Standards, applicable to forensic investigations
- Knowledge of relevant legislation governing fraud and corruption as well as PFMA & MFMA

### Personal Competencies

- Exceptional attention to detail
- Effective communication skills (Verbal and Written)
- Team player, approachable, receptive to feedback from others and following instructions from Project Leaders and Executives
- Be able to convey factual information clearly and effectively
- Good listening skills, actively clarifying what has been communicated to ensure understanding
- Demonstrate strong report writing skills and able to compile reports at all levels
- Integrity, honesty and confidentiality
- Strong analytical capabilities
- Strong interviewing skills
- Solution driven, not problem driven
- Able to manage time and prioritise effectively
- Results orientated
- Adheres to deadlines
- Displays patience and understanding
- Assertive, able to handle conflict and put forward ideas in a non-confrontational manner despite opposition

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## **Key Responsibilities**

### **Planning of forensic investigations**

- Attend briefing sessions
- Write proposals
- Write project plans

### **Manage and execute forensic investigations**

- Gather relevant documentation and evidence, inspection of documentary evidence
- Gather relevant information for background and statutory checks
- Arrange interviews with relevant people
- Arrange and attend consultation sessions with clients
- Obtain explanations for transactions / instructions / actions
- Capture records and data for analyses
- Perform analyses on data and documents obtained
- Communicate with the client and project leader regularly to keep them apprised
- Manage the team involved
- Compile schedule of missing documentation
- Communicate requirements to client
- Maintain client records in terms of POPIA

### **Progress report and final report writing of the forensic investigation**

- Write preliminary report on the progress of the investigation
- Collation of exhibit files
- Proof read report before submitting to relevant persons
- Quality control in terms of reporting
- Assess if investigation conforms with the assignment and that report findings are prepared for presentation and for litigation

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### Risk Services

- Perform fraud risk assessments
- Develop fraud prevention plans and strategies

### Other

- Record keeping of budgetary records / documentation
- Complete timesheets and leave forms
- Other administration as required

### **APPLICATION SUBMISSION DETAILS:**

1. You MUST **email** your CV to Gordon van Wyk at the email address listed below. CVs submitted in any other manner or on any other platform will not be considered:  
[gordonvw@jglgroup.co.za](mailto:gordonvw@jglgroup.co.za)
2. You must have a list of contactable references (with current phone numbers) for the work experience you list on your CV. You will not be considered for the position if this is not included. We will contact all the references listed.
3. Remember to include certified copies of all your relevant qualifications.

### **APPLICATION DEADLINE: Wednesday 15 June 2022 @ midnight.**

No applications will be accepted after the deadline and no exceptions will be made.

We receive a large number of applications.

If you do not receive a request for an interview from us within 14 days after the submission deadline, your application was unsuccessful. Please do NOT email or message us to find out whether your application was successful.

Thank you for your application and we wish you success.