



EASTERN CAPE PROVINCIAL TREASURY

DEPUTY DIRECTOR: FORENSIC AUDITING

Salary Notch: R733 257 per annum (Level 11)

(Ref. PT 01/04/21) Bhisho

Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

Minimum Requirements: National Senior Certificate, A Three Year Degree (NQF level 7 as recognised by SAQA) in Commerce/Financial Accounting / Financial Management / Criminal law / Investigation. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner ((FP)SA). Minimum of 5 years' experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Registered with a Professional accounting/ law or investigation Association or Professional Body.

KPA's: **RENDER SUPPORT TO THE FORENSIC AUDIT STRATEGY OF DEPARTMENTS:** Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. **PROVIDE FORENSIC SUPPORT AND CAPACITY BUILDING TO PROVINCIAL GOVERNMENT INSTITUTIONS:** Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. **RENDER SUPPORT IN ENSURING COMPLIANCE TO REGULATORY FRAMEWORKS WITHIN THE PROVINCE:** Assist the director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. **MONITOR DEPARTMENTS FORENSIC CAPACITY IF AVAILABLE:** Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. **Manage area of responsibility:** Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.

APPLICATION INSTRUCTIONS:

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the

application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months.

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature).
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- For SMS post: Females and people with disabilities are encouraged to apply and will be given preference.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

APPLICATIONS BE FORWARDED TO: applications@ectreasury.gov.za / **Post to:** The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. **Hand Delivery:** Tyamzashe Building, Bhisho

Enquires Ms B Ndayi 040 1010072/071

CLOSING DATE: 30 APRIL 2021 @ 16h00