

**Job Title** Manager: Investigations

**Job ID** 3521

**Location** Gauteng

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

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### Requirement Overview

To support and integrate with the Regularity Audit Business Units (RABU) efforts towards clean audit outcomes by pro-actively identifying key risks, red flags, suspicious transactions/ trends relating to maladministration, fraud, corruption and non-compliance and sharing these risks with RABU's (ISA 240 audit support). To manage ad-hoc investigations and assist in responding to requests for investigations received from various external stakeholders. Assist RABU's assessing the impact of whistle-blower allegations on their respective audits and how to respond accordingly in terms of appropriate audit procedures.

### Roles & Responsibilities

#### Integration with RABU's (audit support in terms of ISA240)

- To proactively identify additional key risks relating to maladministration/irregularities at auditees
- To assist in the development and maintenance of a database per sector/ cluster with relevant trend analyses (types of frauds/ irregularities etc. within each sector/ industry/ province.) Assist business unit in using this database to support RABUs
- Regular analysis of audit outcomes in order to influence RABU's to conduct follow ups and reporting to the auditee. Assist senior manager with on-going monitoring
- Ensure on-going development of specialist skills in BU, and transfer of specialised skills to RABUs relating to fraud and risk awareness
- Ensure resources are available to assist during peak audit periods i.e. proper planning of resources
- Ensure staff are clear regarding the direction and objective of assignments and deadlines are met
- Assist senior manager with drafting and presenting fraud related training to RABUs

#### Ad-hoc Investigations

- Assist the Senior Manager with the requests for investigations received from various sources and recommend how these should be addressed i.e. stand-alone investigations, as part of regularity audit or referral to another public body
- Be able to obtain detailed knowledge of the standards and guidelines and business and/or specific discipline in a limited time frame in order to identify shortcomings at the auditee and make practical recommendations.
- Ensure that the investigation is conducted in terms of the approved policy, standards and guidelines for investigations. Be able to define a unique approach to address the specific circumstances, allegations and risks
- Corresponding and meeting with assistant managers and analysts regarding direction and progress of the investigation
- Ensure all allegations are addressed comprehensively
- Review working papers of team and ensure these meet the AGSA requirements
- Ensure the delivery of high quality, accurate and cost effective investigations
- Effective project management on all projects and ensure that deadlines are met as well as agreed budgets
- Concise and factually correct reporting that is appropriately supported

**People management**

- Maintain and enhance employee motivation.
- Manage teams' performance and implement a culture of performance management
- Manage teams by ensuring that they are aligned with the vision, mission and organisational strategic objectives of the Auditor-General
- Ensure resources are effectively managed to increase recoverability
- Provide support to the SM in terms of centre management and other business unit administration tasks
- Responsible for performing performance feedback assessments for staff, following the completion of assignments

**Financial management**

- Assist in identifying revenue growth opportunities within the business unit and optimise its operational expenditure
- Assist with the formulation of the business unit's budget.
- Assist the senior manager in compiling and monitoring budgets for ad-hoc investigations and audit support deliverables

**Admin tasks**

Perform any ad-hoc duties as will be required by the business unit.

**Skills, Experience & Education****Technical Competencies****Knowledge of investigations**

Must be able to apply forensic investigation principles and experience to various circumstances and situations

**Auditing**

Must have in-depth knowledge and skills in auditing and audit support in terms of ISA240

**Accounting**

Must have in-depth knowledge and skills in accounting.

**Qualifications**

CA(SA)/RGA

**Experience**

- Minimum 4 years work experience within a forensic environment and 3 years work experience in project/engagement management
- 3 years post article experience in public sector audit
- CFE or post graduate diploma in forensic accounting is preferable
- Procurement investigation experience in the public sector is an added advantage

**Closing Statement**

The AGSA is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted. Therefore, ensure that your online application and CV is correct, accurate and up to date.

**To successfully upload documents on the career site, ensure that the document name does not contain any special characters.**

This appointment is subject to the preferred candidate obtaining the necessary security clearance, reference checking and competency assessment.

We embrace and committed in achieving employment equity within the organisation.

Auditor General welcomes applications from all persons with disabilities.

Closing Date: 22 October 2019