

SOUTH AFRICAN BOARD FOR SHERIFFS

INVESTIGATIONS OFFICER

Remuneration: An all-inclusive package of: R16 201.59 per month is offered

Six Month Fixed Term Contract

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The Board seeks to appoint a progressive, service-oriented and results driven individual to effectively provide innovative, cost-effective and value-added forensic investigation services to the SABFS and to ensure good corporate governance within the Sheriffs industry.

Key Performance Areas

- Record alleged misconduct cited against sheriffs;
- Conduct physical and desktop investigations against sheriffs;
- Gather evidence to provide proof for successful prosecution, using electronic and forensic systems, tools and procedures;
- Collate evidence and document findings with recommendations ;
- Provide pre-trial support by establishing causation and gather facts;
- Examine the sheriff's business activities as being audited for compliance with the Sheriffs Act No 90 of 1986 and other relevant legislation and regulations;
- Examine standards and expectations for the sheriffs and note failures to abide by those standards and meeting expectations;
- Maintain record of allegations received, written or telephonic according to agreed standards and procedures;
- Record feedback provided to complainants
- Maintain procedures manual to ensure consistent performance of routines according to agreed standards and processes.

Key competencies, skills and attributes

- PFMA, accompanying treasury regulations and PSRF (Public Service Regulatory Framework)
- Investigation strategies systems and procedures
- Excellent writing, communication and inter-personal skills;
- Project and programme management skills
- Problem-solving; strategic negotiation and conflict management skills;
- Driver's license and computer literacy.

Qualifications & Experience

A relevant bachelor's degree or a relevant National diploma; and
3 -5 years' experience Forensic Investigations and or auditing environment;

Note: The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

A letter of application, together with Curriculum Vitae and certified copies of qualifications, should be submitted to:

E-mail: bluthuli@sheriffs.org.za

Closing date: Monday 10 June 2013