

## SOUTH AFRICAN BOARD FOR SHERIFFS

### INSPECTOR

#### **Remuneration: An all-inclusive package of: R258 077 per annum is offered**

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 investigation services to the SABFS, and to ensure good corporate governance within the Sheriffs' profession.

#### **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 gathering facts;
- Conduct an audit of the sheriff's business activities to assess compliance with the Sheriffs Act No 90 of 1986, and other relevant legislation and regulations;
- Examine adherence to standards of conduct by sheriffs;
- Maintain records of allegations received, written or telephonic, according to agreed standards and procedures;
- Record feedback provided to complainants;
- Maintain procedure manual to ensure consistent performance of routines according to agreed standards and processes.

#### **Key competencies, skills and attributes**

- Experienced in investigation strategies, systems and procedures
- Excellent writing, communication and inter-personal skills
- Meticulous attention to detail and a methodical and logical style of thinking and working
- Project management skills
- Problem-solving, strategic negotiation and conflict-management skills
- Driver's license and computer literacy
- Experience in PFMA, accompanying treasury regulations and PSRF (Public Service Regulatory Framework) would be advantageous

#### **Qualifications & Experience**

A relevant Bachelor's degree or National Diploma; and

3 - 5 years' experience in Legal or Forensic Investigations or in an auditing environment;

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

Preference will be given to immediately available candidates; candidates must have a valid driver's license. Communication will be limited to shortlisted candidates.

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

E-mail: [jobs@sheriffs.org.za](mailto:jobs@sheriffs.org.za)

**Closing date:** 12h00 Monday 07 December 2015