

South African Board for Sheriffs – Job Description
November 2015

Name:	Vacant
Supervisor:	Manager: Legal & Complaints Division
Substitute	Inspector
Supervisee/s	N/A
Job title	Inspector

Purpose of the Position

To provide an innovative, cost-effective and value-added forensic investigation service to SABFS and to ensure good corporate governance within the sheriffs' profession.

Scope

The Inspector reports to the Manager: Legal & Complaints and executes tasks that involve the detection and examination of cases that are related to fraudulent or improper financial transactions.

- Participate in initial planning of investigations
- Participate in execution of investigations.
- Participate in external Control Assessments.
- Participate in report writing.
- Provide pre-trial support
- Provide trial support
- Provide settlement support

Responsibilities

Responsible to execute effective investigations through the gathering of evidence and cross examinations in order to expose corrupt activities and theft which will lead to criminal convictions. To do so in an efficient and professional manner; whilst conforming to the SABFS strategic priorities / imperatives.

The foremost duty of the Inspector is to detect cases of fraudulent or improper financial transactions, such as fraudulently transferred funds and fraudulent claims for reimbursement. In some cases, inspectors may be alerted to an isolated instance of deception, more often, though, inspectors will be required to develop and implement specific methods of detecting financial fraud, through the identification of suspicious transactional patterns or errors.

Task Group	Weighting
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Task Group 1 - Fraud & Risk Integrated Framework

PROCESS	TASK
Conduct Forensic Investigations	<ol style="list-style-type: none"> 1. Record Alleged Misconduct being cited Receipt of information recorded <ul style="list-style-type: none"> • Discovers or receives complaint of misconduct • Register & evaluate complain • Decision to either: take no further action, refer to alternative remedy or investigate facts Dispatch notification to complainant Prepare preliminary evaluation of the information <ul style="list-style-type: none"> • Create an Investigation Plan 2. Conducting an Investigation <ul style="list-style-type: none"> • Develop and execute Investigation activity • Identify and interview witnesses 3. Gather Evidence to provide proof for successful prosecution, using electronic and forensic systems, tools and procedures 4. Collate and document evidence and findings in a report 5. Write and submit reports according to organisations standards 6. Provide pre-trial support by establishing causation and gather facts 7. Provide trial support by analysing the situation as it develops in court and help develop questions for cross examining 8. Provide settlement support by developing alternative settlements and place a value on it.

Task Group 2 - Internal Audit

PROCESS	TASK
Detect cases of fraudulent financial transactions	<ol style="list-style-type: none"> 1. Examine the area being audited or evaluated for compliance with applicable laws, regulations, district policies and procedural directives and note all problematic findings 2. Examine accounting records and the financial situation for compliance with applicable laws, regulations, district policies and procedural directives 3. Examine internal control systems, report any material

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	<p>weaknesses in those control systems</p> <ol style="list-style-type: none"> 4. Examine standards and expectations for the area and note failures to abide by those standards and meet expectations 5. Compile a draft report on audit findings
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Task Group 3 – Administration

PROCESS	TASK
<p>Performs tasks associated with the administrative and reporting requirements of the function.</p>	<ol style="list-style-type: none"> 1. Maintaining records of complaints received, written or telephonically according to agreed standards and processes’. 2. Record feedback provided to complainants 3. Create and store reports according to identified processes and procedures 4. Secure documentation according to organizations standards. 5. Maintain a filing system for filing of documents in a timely manner 6. Research information for clients, managers and co-workers 7. Answer telephone calls promptly, courteously and efficiently 8. Keep and organized a diary of appointments and events according to recognized practices. 9. Create and manage written and verbal communications 10. Create and maintain data spreadsheets according to agreed standards.

Task Group 4 - Project Management

PROCESS	TASK
<p>Support and maintain project plans and schedules for fraud and risk management initiatives</p>	<ol style="list-style-type: none"> 1. Provide administrative support to management on agreed business projects 2. Coordinate agreed workflow and task. 3. Update and chase delegated tasks to ensure progress to deadlines 4. Take initiative in manager’s absence 5. Keep projects on schedule 6. Maintain procedures manual to ensure consistent performance of routines according to agreed standards and processes.

Knowledge, Skills and Abilities

Knowledge

The incumbent must ideally have proficient knowledge in the following areas:

- Relevant tertiary qualification
- 3 years' minimum experience in Legal, Forensic Investigations and/or exposure to an auditing environment
- Diploma Forensic Investigation will be an added advantage
- PFMA and accompanying Treasury Regulations
- PSRF (Public Service Regulatory Framework)
- Risk management processes and procedures
- Operating and reporting procedures and work environment in the Public Service.
- Investigation strategies systems and procedures
- Civil recovery procedures and disciplinary procedures
- Prevention and Combating of Corrupt Activities Act

Skills

The incumbent must demonstrate the following skills:

- Application – of investigating methods and use of investigative tools
- Communication, verbal and written.
- Lateral and innovative thinking
- Organisational relationships
- Due professional care
- Report writing
- Computer literacy
- Finance management.
- Time management
- Application and interpretation of legislation
- Investigative skills
- Project management
- Interviewing skills
- Planning skills

Personal Attributes/Abilities

Communications – strong communication skills

- Analyse and apply programme strategies, priorities, standards and expectations
- Evaluate the quality of own communication

Constituent Relationships - Manage relationships with stakeholders

- Identify potential constituents with whom to build relationships and flesh out details of those relationships within the context of the SABFS
- Participate in developing recommendations and implementing policies governing relations with stakeholders
- Resolve issues of concern to maintain effective constituent relationships.

Leadership: - Communicate and model SABFS mission and priorities to stakeholders

- Instil pride in meeting work standards among colleagues.
- Accept personal responsibility for the work performed.

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- Enable and empower self to take initiative and be creative
- Assist with the implementation of SABFS vision and program goals

Problem Solving - Identify problems that undermine the effectiveness of a programme/process

- Identify and implement workable solutions for program-wide problems, considering the costs, benefits and potential consequences to SABFS.
- Support colleagues involvement with, and accountability for, problem solving as a means to increase organisational capacity

Program Planning and Management: - Support the development, implementation and evaluation of program activities

- Support established budgets and implement agreed steps and time frames
- Build consensus with colleagues, stakeholders and management
- Support established standards and agreed expectations for performing work activities and ensure the quality of work produced
- Successfully manage projects.
- Invite critical analysis and perspectives from stakeholders and act on their recommendations to improve program/process effectiveness

Resource Building and Stewardship:

- Plan budgets needed for program activities when required.
- Manage relationships with stakeholders and colleagues to assure continued support
- Build support for SABFS initiatives amongst stakeholders
- Promote SABFS mission, programs and services.

Results Orientation

- Working diligently through each aspect of a task or project;
- Driving a task or project through to completion within agreed timeframes.
- Identifies priorities of own tasks and/or activities and effectively allocates own time to complete tasks.
- Identifies priority of team activities and/or projects, establishes, and articulates short to medium term goals for own activities
- Determines project/ assignment requirements by establishing frameworks.

Teamwork:

- Contribute expertise to the work performed by the team.
- Promote effective interactions among peers and colleagues
- Negotiate issues that cause conflicts within the team to support effective team functioning.
- Identify needs and providing opportunities for improvement or enhancing skills.
- Produce reports detailing results achieved.
- Provide critical insight and feedback to team, to enhance the performance and results of the team

Other Skills:

- Strong organisational, diplomatic and priority-setting skills
- Ability to work under pressure.

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Terms of Contract: Permanent
Date Revised: