



The National Lotteries Commission (NLC), a Scheduled 3A entity in terms of the Public Finance Management Act (PFMA), is a statutory body established in terms of the Lotteries Act (Act 57 of 1997), as amended with the purpose of regulating South African Lotteries and administering the National Lottery Distribution Trust Fund (NLDTF). Suitably qualified prospective candidates who are South African citizens are invited to submit their applications to fill the position listed below. The National Lotteries Commission is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability.

INTERNAL AUDIT & ADVISORY DIVISION

HEAD: FORENSIC INVESTIGATION & QUALITY ASSURANCE

PURPOSE OF THE JOB:

Responsible for strategic function of the Forensic Investigation Unit in the following manner:
Assist the CAE with the development of the Divisional Internal Audit Strategy;
Develop Forensic audit Methodology and processes in line with the ACFE standards; Implement and manage a case management system for reported whistle blower complaints;
Develop the annual Forensic Investigation Plan; Lead the Forensic audit function in playing a strategic role in embedding the principles of good governance and ensuring that the standards of ethical behaviour are upheld; Provide value added consulting activities that offer proactive as opposed to detective assurance;
Streamline forensic audit processes to enable alignment with other continuous improvement processes in the organization; Partner more closely with key internal and external stakeholders and law enforcement agencies to ensure forensic matters are reported and followed through;
Develop, implement and monitor the quality assurance improvement programme for the Internal Audit Division;

SALARY SCALE:

Commensurate with qualifications and experience

REQUIRED QUALIFICATIONS:

- Post Graduate Degree (NQF 8) (Law, Auditing, Accounting, Forensic Auditing)
- Certified Fraud Examiner (CFE) or Certified Fraud Practitioner (CFP)
- ACFE/ICFP Membership

REQUIRED WORK EXPERIENCE:

- 10 years working experience and minimum of 5 year of experience at management level.

KEY DELIVERABLES:

- Leading and directing the Forensic Audit function.
- Leads the strategic and tactical conduct of forensic investigations into the mismanagement of NLC resources, services and activities.
- Provide inputs towards the development and enhancement of the broader strategic plan of the business unit.
- Provide inputs in the development of a risk management plan for the forensic audit services
Develop and maintain a fraud policy framework, whistle blowing framework and lifestyle audit framework for the NLC.
- Receive and assess complaints, whistle blower reports and ensure recording on the case management system;
- Determine the knowledge, skills and disciplines needed to carry out the
- investigation and allocate to the internal investigation team or panel of forensic audit panel;
Plan, execute and co-ordinate the investigation with relevant role-players in line with Forensic Audit Policy
- Independently leads investigations into vulnerabilities to, and potential instances of, fraud or corruption committed
- Collects, analyses, and synthesises evidence in multiple formats to establish patterns of suspected fraud or corruption.
- Prepares and coordinates forensic work either as a specialised area of focus and or as an audit team leader
- Prepares documentation for referral to appropriate law enforcement organisations
- Prepares and reviews audit reports for tabling at Board Audit and Risk.
- Provide clients with a proposed plan of action to address causes of fraud and corruption as identified during investigations and fraud risk assessments.
- Monitor actions taken against perpetrators and initiate the recovery of losses.
- Receive and assess complaints, whistle blower reports and ensure recording on the case management system.
- Determine the knowledge, skills and disciplines needed to carry out the investigation and allocate to the internal investigation team or panel of forensic audit panel;
- Plan, execute and co-ordinate the investigation with relevant role-players in line with Forensic Audit Policy
- Collects, analyses and synthesises evidence in multiple formats to establish patterns of suspected fraud or corruption.
- Prepares and coordinates forensic work either as a specialised area of focus and or as an audit team leader.

COMPETENCIES AND SKILLS

- Knowledge of ACFE guidelines, PRECCA, Criminal Procedure Act, PMFA, National Lotteries Act
- Making Decisions Ability to manage multiple priorities simultaneously.
- Association of Certified Fraud Examiners guidelines including Code of Ethics
- Knowledge of PFMA and Treasury Regulations
- Able to plan and strategize.

- Solid knowledge of mentoring and coaching
- Solid knowledge of Quality Assurance and Improvement Program (QAIP)
- Knowledge of best practice frameworks (e.g., COSO, etc.).
- Able to execute and oversee audits.
- Solid knowledge of report-writing.
- Knowledge of Data Analysis
- Must be able to compile accurate reports
- Solid knowledge of the PFMA and treasury regulations
- Knowledge of Project Management
- Financial Management
- Knowledge of research / benchmarking.

FORENSIC INVESTIGATOR

PURPOSE OF THE JOB:

The Forensic Investigator is responsible for investigating all allegations of fraud, corruption, and maladministration.

SALARY SCALE:

Commensurate with qualifications and experience

REQUIRED QUALIFICATIONS:

- BCom Accounting / Law / Auditing / Forensic Auditing or similar degree with completed articles
- Certificate or Diploma in Forensic Investigation / Fraud Examination / Forensic Accounting / Digital Forensics
- Commercial Forensic Practitioner (CFP) and/or Certified Fraud Examiner (CFE) will be an added advantage

REQUIRED WORK EXPERIENCE:

- At least 3 -5 years' experience as a forensic investigator.

KEY DELIVERABLES:

- Assist in the development and implementation of an Anti-Fraud Risk framework.
- Assist in conducting anti-fraud awareness campaigns
- Investigate all allegations of fraud and corruption allocated
- Identify fraud risks and patterns identified during the investigation
- Compile reports on the findings of investigations and recommend appropriate actions
- Maintain record of all cases allocated for investigation
- Continuously update the case register on the progress of investigation
- Support the training of managers in systems and procedures
- Provide support on all anti-fraud related matters to stakeholders
- Assist in compilation of monthly and quarterly reports to stakeholders

- Provide in-puts on the combined assurance reports
- Compile accurate reports related to the role timeously

COMPETENCIES AND SKILLS

- Strong written and oral communication skills
- Highly Analytical
- Attention to detail
- Strong quantitative and analytical abilities
- Team Player
- Planning and organising
- Decision Making and Initiating Action.
- Sound decision-making ability
- Trustworthy
- Communication skills
- Strong, problem solving and analytical skills
- Project management

Note: Background verification and social media checks will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. 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 NLC reserves the right not to fill any advertised position(s).

IMPORTANT NOTICE: APPLICATION INSTRUCTIONS:

- Please click and complete the [APPLICATION FORM – JUNE 2023](#)
- After completing the application form, please submit a concise Curriculum Vitae (with qualifications and a one-page letter of motivation indicating your preferred position attached)
- All applications must be submitted by email to the following email address: Recruitment@nlcsa.org.za
- Failure to complete the application form and submitting a concise CV and qualifications will lead to disqualification.

CLOSING DATE: THURSDAY, 15 JUNE 2023 CLOSE OF BUSINESS AT 16H30

NLC WELCOMES APPLICANTS WITH DISABILITIES



DISCLAIMER- POPIA

By applying for NLC's vacancy, you expressly give NLC consent to process your personal information stored in our history of all who have applied will be processed in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA"), the NLC Human Capital Policy/Procedures, the NLC's POPIA Policy and the NLC's Privacy Policy. These documents set out why the NLC needs the personal information, what NLC will do with it, and with whom the NLC will share it. Note that we will not further process the personal information stored automatically in this portal.