

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

FORENSIC SERVICES

FORENSIC INVESTIGATION SPECIALIST (4) (PEROMNES GRADE 07) UNIVERSITY-WIDE

REF NO. FS 01/2023

The University of KwaZulu-Natal's Forensic Services [FS] Division is looking for Forensic Investigation specialists with strong investigation skills and the ability to build good relationships University-wide. The successful candidate must furthermore have good communication and interpersonal skills.

The primary purpose of the individuals will be to assist FS in conducting forensic investigations and/or forensic audits throughout the University. Functions include:

- Understand and apply the elements of crimes such as fraud, corruption, theft, and computer crimes to investigations.
- Conduct complex investigations in terms of the methodology, legislation, and required standards
- Gather, review, and analyse data in support of investigations, interviews, and obtain statements.
- Prepare and write concise, accurate, and constructive reports on investigations conducted.
- Represent the company or testify in internal disciplinary hearings and/or criminal or other legal proceedings.
- Liaise with internal and external audit and law enforcement agencies when necessary.
- Ensure forensic audit functions in assigned areas of responsibility are carried out.
- Provide concise and meaningful updates to the Head: Forensic Investigations, thus promoting teamwork and achievement of departmental objectives and goals.

MINIMUM JOB REQUIREMENTS AND EXPERIENCE

- An appropriate NQF Level 7 qualification in Law or Forensic Investigation/Accounting Auditing and/or equivalent to NQF 7 Professional qualification (ACFE, ICFP, etc.)
- Minimum of 5 years of experience in conducting Forensic investigations, of which 2 years is at the management level
- A professional designation relevant to the forensic profession and membership in a Professional Body will be advantageous
- Experience in Higher Education Sector would be advantageous.

Short-listed candidates may be required to undertake a skills test.

Appointment to this position will be on the January 2018 Conditions of Service. The total remuneration package offered includes benefits.

Enquiries and details regarding this post may be directed to Deborah Mkwanzazi, Mkhwanazid3@ukzn.ac.za

The closing date for receipt of applications is 13 July 2023. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.