



nampost®

## **VACANCY**

**Position:** Forensic Audit & Investigation Officer

**Division:** Inspectorate & Investigation

**Department:** Internal Audit

**Office:** Windhoek (**x 1**)

### **Primary purpose of position**

To assist in the development of forensic methods and controls appropriate to NamPost and their deployment across the organisation as agreed with own supervisor, so as to prevent the occurrence of fraud events. To deploy and diligently follow through delegated aspects of the Fraud Risk Management Programme & Framework. To conduct as specifically delegated and assist in conducting forensic audits both pre – emptive and reactive and follow through the forensic processes systematically, consistently, and comprehensively in order to achieve a high success and resolution rate of fraud and breach of a forensic nature. To assist with awareness and specific forensic audit and fraud prevention practices in order to assist in developing a barrier against fraud type incidents. To assist the supervisor in the administration and development of the department in terms of institutionalizing practices and processes in this area.

### **Main Responsibilities**

- Forensic audits / investigations methods and process development services
- Fraud & Forensic management programme & framework inputs & implementations
- Fraud & Forensic events investigation (reactive)
- Fraud & Forensic events investigations (preventive / pre – emptive)
- Assistance with fraud & forensic events awareness training
- Fraud & forensic audits admin & support services

### **Educational requirements**

Three-year tertiary qualification preferably in Auditing, alternative in Accounting or Risk management, with additional 1 year specialisation in forensic auditing.

## Experience requirements

At least 3 years in auditing environment, significant experience in forensic auditing in the postal, logistic, and financial service industry will be an advantage (12 month plus).

## Skills and knowledge requirements

- Analytical with an emphasis on systems analysis
- Investigative numerical
- Forensic analytical skills
- Knowledge of risk management
- Internal control and governance activities
- Good computer literacy knowledge of ERP systems
- Probability and risk analysis
- Proficient in written and spoken English
- Report writing skills

## Other

Driving licence Code B / BE will be an advantage.

## Closing Date: 24 May 2024

Candidates who comply with the above criteria and competency areas should register on our **HR Recruitment Portal** on our website.

The documents that need to be uploaded are: Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.

**Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.**