



nampost®

**Vision: To always be the best at what we do!**

## **Vacancy – Officer: Forensic Audit & Investigation**

**Division:** Internal Audit

**Department:** Inspectorate

**Office:** Windhoek

### **Primary purpose of position**

To assist in the development of forensic methods and controls appropriate to NamPost and their deployment across the organization as agreed with own manager, so as to prevent the occurrence 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 manager 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 Investigations (Reactive)
- Fraud & Forensic Events Investigations (Preventive/pre-emptive)
- Assist with Fraud & Forensic Events Awareness Training
- Fraud & Forensic Audits Admin & Support Services

### **Educational and experience requirements**

**Three-year tertiary qualification in Auditing, Accounting or Risk Management** with 1-year specialisation in forensic auditing. At least 3years 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

## **Personality requirements**

- Independent
- Honest
- reliable
- Punctual
- Definite and diligent
- Structured and principled in approach.

## **Other**

Valid code BE driver's licence

## **Closing Date: 15 March 2019**

Candidates who comply with the above criteria and competency areas should submit letters of applications, certified copies of relevant qualifications together with a detailed curriculum vitae to: The General Manager: Human Resources; NAMPOST; P O Box 287; Windhoek. 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.*