

JOB ADVERT

Position:

Investigations Officer

Department:

Investigations

Closing Date:

30 April 2025

Email CV to:

recruitment@tianaconsulting.co.za

1. JOB PURPOSE

This position, which reports to the Senior Investigator, requires strong administrative and business administration experience. The main responsibilities include:

- Providing support to the Investigations Department, including closing and archiving finalised matters.
- Preparation and distribution of correspondence pertaining to recommendations and decisions after committee meetings.
- Managing debtors billing and follow-up of outstanding debtors.
- Supporting ad-hoc tasks as required while maintaining professionalism and high levels of accuracy in a fast-paced environment.

2. KEY PERFORMANCE AREAS

Support to Investigations Department

- a) Electronic maintenance of matter files.
- b) Closing and archiving finalised matters.
- c) Providing status updates to respondents and complainants.
- d) Filing of correspondence.

Administrative Processes for Committee Meetings

- a) Ensuring matter files are ready for committee meetings.
- b) Collation of committee agenda pack documentation.
- c) Attendance of committee meetings and noting recommendations and decisions.
- d) Preparation and distribution of correspondence pertaining to recommendations and decisions after committee meetings.
- e) Follow-up on proposed admission of guilt and pleas with respondents.
- f) Collation of matter files to be submitted to the Legal Department.
- g) Preparation and distribution of imposition of sentence, raising of debtors, follow-up of outstanding debtors, handover of non-paying debtors, and tracking/follow-up of committee decisions (e.g., non-monetary sanctions).

Collation of Information for Auditors

- a) Collation of information for internal and external auditors.
- b) Handover of information and ensuring that information is received back.

Data Analysis and Reporting

- a) Input data, analyse data, and prepare statistical reports and reconciliations on investigation matters.

Ad-hoc Assignments

Supporting various tasks as required.

3. KNOWLEDGE, EXPERIENCE AND ATTRIBUTES

3.1. Qualifications and Previous work experience

- a) Business Administration degree.
- b) Five years post-qualification working experience in business administration.
- c) Proficiency in MS Office (especially Word and Excel).
- d) Working experience in a legal and/or accounting environment would be advantageous.

3.2. Attributes

The following attributes are required of the incumbent:

- a) Unquestionable integrity and objectivity.
 - b) Excellent attention to detail.
 - c) Excellent verbal and written communication in English.
 - d) Excellent interpersonal skills, including the correct balance of tact, patience, and assertiveness.
 - e)
- A positive disposition.**
- f) Deadline-driven with high levels of accuracy.
 - g) Ability to work independently in a fast-paced environment.
 - h) Ability to perform statistical analysis.
 - i) Excellent level of emotional intelligence.
 - j) Ability to concentrate for long periods.