

1. JOB DESCRIPTION

Job Title: Investigation and Risk Officer

Organisation: Road Fund

Date of approval:

Job Grade:

Department: Legal

Location: Head Office

2. ORGANISATIONAL RELATIONSHIPS

i. Reports to:

a. **Directly:** Head of Legal Risk and Compliance

ii. Supervises:

a. N/A

iii. Liaises with:

a. **Internally:** All members of staff

b. **Externally:** Lawyers, Auditors, Bankers and other external experts

3. MAIN PURPOSE OF THE JOB

The primary responsibility of this position is to ensure that there is an internal resource to constantly investigate and check all areas of the business and identify any risks and or/irregularities. This role will also assist the Risk and Compliance Manager with Risk Management. The incumbent shall work closely with all departments to drive the risk management process and ensure that organisation's operations are within the acceptable and set risk parameters and policies. The incumbent is also responsible for planning, organizing and managing investigations of alleged misconduct or alleged violations of organisation's internal policies and ensuring best practices.

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4. DUTIES AND RESPONSIBILITIES
KEY PERFORMANCE AREAS (KPAs)

Risk Management

KEY PERFORMANCE INDICATORS (KPIs)

Assist the HoLRC in identifying risks that could have a negative impact on the organization's operations or financial standing. Assists the HoLRC to formulate and present a risk management plan.

Train all stakeholders on any changes and new risk plans, procedures and requirements.

Assist the HoLRC to monitor and review management of risk in line with approved risk management plan and framework.

Assist the HoLRC with evaluating the effectiveness of risk management programs and recommending changes as necessary.

Ensure that all risks and/or emerging risks, which are identified during an investigation / interaction with stakeholders, are escalated to the HoLRC and/or CEO upon discovery.

Identify high-risk business units and where requested to do so, participate in awareness initiatives.

MEASUREMENT

Driving risk management process and creating the departmental and organisational Risk Management Plans/matrix per standard set.

EVIDENCE/SUPPORTING DOCUMENTS

Risk Management Plan.
 Risk Management Report

WEIGHTING

30%

Policy and Document Management

Assisting in the Developing and updating of organisational policies regarding fraud prevention, data security and privacy, and other areas of risk management.

Timely and accurate update and drafting of policies in line with the Policy Framework

Actual policies implemented

15%

Conducting Investigations

Constant monitoring of all operations across the organization to identify areas that might require a review and/or investigation.
Responsible for adhoc investigations and reviews on high-risk areas and other areas where potential fraud or irregularities are likely to occur.
Responsible for random investigations and reviews across the organization.
Carry out end-to-end investigations by ensuring that all prescribed investigative / operating methodologies for the various types of investigations are adhered to and by conducting proper planning on high-level investigations.
Consult with internal and/or external experts to assist with investigations where required.

Effective and timely completion of reviews and investigations.
Investigations done in line with the required standard/framework.
Accurate reporting on all investigations done.

Investigation reports
Fraud and Irregularities report

35%

Case Management

Maintain case files and central investigations database to operational standards.
To attend progress meetings with investigation teams/management when required.

Database and filing up to date and accurate.

Actual files

10%

Reporting

Responsible for monthly reports on risk management to HoLRC
Responsible for monthly fraud reports
Assists HoLRC with the development of quarterly Board and Audit and Risk Committee reports.

Up to date and accurate Reporting

Investigation reports
Fraud and Irregularities report
Risk Management Report

10%

Additional Duties

This Job Description outlines the duties that are typically performed by the jobholder. These duties are not the only duties required by the job and management might assign additional duties from time to time.

5. QUALIFICATIONS CONSIDERED NECESSARY

Qualifications, Working Experience, and Knowledge:

- A legal or Accounting or relevant degree with one (1) year experience in fraud investigation and/or risk management OR
- A qualification/diploma in Fraud management, Risk Management or relevant qualification with at least 3 years' experience in a similar environment.

6. REQUIRED COMPETENCIES

- Current knowledge and developments in risk management.
- Must have experience in investigative practices.
- Be an effective communicator with discretion, diplomacy, tact, emotional intelligence and effectively communicate both orally and in written form in English and Sesotho.
- Possess outstanding integrity, and be able to provide impartial, frank and fearless guidance and advice.
- Have the ability to assess and make sound judgements.
- Commit to doing a "good job" and possess strong interpersonal skills and be able to work with individuals at all levels

7. SIGNATURES

i. **Incumbent**

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Signature

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Date

ii. **Supervisor**

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Signature

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Date

iii. **CEO Road Fund**

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Signature

.....
Date

NOTE: The above describe the nature and level of work to be performed by the incumbent of this position. They are not meant to be an exhaustive list of responsibilities and activities required of this position.

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