

JOB ADVERT

Position:	Investigations Officer
Department:	Investigations
Closing Date:	30 April 2025

1. JOB PURPOSE

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

- a) Providing support to the Investigations Department, including closing and archiving finalised matters.
- b) Preparation and distribution of correspondence pertaining to recommendations and decisions after committee meetings.
- c) Managing debtors billing and follow-up of outstanding debtors.
- d) 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.

4. HOW TO APPLY

CVs must be e-mailed to hr@irba.co.za by the closing date.

The IRBA is an employment equity employer. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and

qualifications. Shortlisted candidates will be asked to complete a psychometric assessment before a final appointment is made.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website: <https://www.irba.co.za/library/popi-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert