



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Forensic Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Finance Services

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Finance Services: 6 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Forensic Manager will be responsible with managing the fraud unethical investigations uncovered and referred to the Forensic team through preventative, detective, investigative methodologies, and resolution procedures in order to mitigate fraud risk affecting the organisation..

Responsibilities

A. STRATEGIC INITIATIVES

I. Implement in-country Fraud strategy

- Implement preventive, detective, and investigative methodologies through the use of a strategic roadmap for the following types of Fraud:

1. Application Fraud (Product)

2. Employee and Agent Fraud o Service Provider and Procurement Fraud

- Stay up to date of new developments in the assurance/ forensics environments and make recommendations on necessary changes. Prioritize key matters, ensure hands on all aspects of Forensics, in particular: ownership of every aspect within the Forensics department.
- Implement Forensics Framework and structure to detect Fraud around the loan book.

II. Monitor AML Compliance

- Train team and staff members on AML related issues according the business structure and products.
- Monitor customer transactions and highlight any suspicious transactions to the Money Laundering Reporting Officer.
- Review and update AML policies and procedures.
- Conduct AML risk assessments on the business.
- B. OPERATIONAL

I. Applies a proactive preventative approach to Fraud

- Strive to reduce the risk of fraud and misconduct from occurring.
- Implement policies and procedures through all levels of the operations ensuring effective enforcement.
- Maintain up-to-date knowledge in data analytics.
- Ensure optimal due diligence (Pre-screening and Vetting) is conducted.

II. Manages detective approach to Fraud

- Oversee Risk Assessments and Forensics Audits.
- Manage the investigation process ensuring that quality, efficiency, completeness, and accuracy of investigations are present.
- Manage the workload of Forensics by prioritising investigations and resource balancing in order to timely execute and to contribute to mitigate the potential risks to the business.
- Ensure that investigations are executed in a compliant manner by adhering to the requirements of applicable laws, regulations (associated within a forensics environment) and business policies and processes.
- Gather manual and/or electronic information required to assist in the financial quantifications of forensics investigations.
- Provide assistance and support to the Forensics Investigators in conducting interviews with relevant individuals on an ad-hoc basis, where necessary.
- Analyse information gathered, assess internal controls and weaknesses, and formulate conclusions and recommendations in terms of allegations. This would include recommendations as to how to mitigate further potential risks.
- Engage with forensics experts to assist in evidence gathering and/or to furnishing of professional opinions.
- Familiarize the various dispute resolution mechanisms (e.g., trial, civil hearing, mediation, arbitration, regulatory/competition tribunals).
- Ensure efficiency, quality, completeness and accuracy of investigations and audits performed.

III. Ensures response approach is efficient

- Provide adequate recommendations based on investigation findings.
- Initiate cases and external litigation matters arising from investigations.
- Provide support/lead evidence during post-investigative corrective actions (e.g., disciplinary hearings, civil and criminal proceedings), including additional work required by 3rd parties.
- Assist in formulating civil recovery actions based on quantifications, where appropriate.

IV. Ensures quality throughout all activities

- Review forensics investigative reports prior to submission to relevant stakeholders and ensures that the reporting protocols are observed.
- Provide feedback on the quality of the review.
- V. Financial
- Maintain minimal operational costs. Strive to remain within the allocated budget.
- Strive to ensure that fraud write offs are reduced and contained within a specified percentage of turnover and below. Ensure all options have been considered to mitigate write off.
- Strive to maximise fraud savings.

C. STAKEHOLDER ENGAGEMENT

I. Engages in the following forums:

- Liaise with clients, in-house counsel, external legal teams, witnesses, other experts, police, criminal prosecutors, and regulatory enforcers.
- Attend, monitor, evaluate, and contribute to discussions at relevant Committees where assurance about the area of specialisation is being discussed.
- Discuss all significant findings with senior management.
- Share knowledge, networks and collaborates with internal audit on findings.
- Discuss and obtain input/ agreement/ approval on annual forensics plan.
- Maintain a network of internal and external professional contact

Education & Qualifications

- Completion of a bachelor's degree in Accounting, Finance, Risk Management, Law, Law Enforcement, or related field.
- Certified Fraud Examiner (CFE) will be an added advantage.

Requirements

- At least 6 years of work experience in conducting investigations related to Fraud, Forensics Audit/ Investigation, Risk management or related field.
- Financial Services sector experience will be an added advantage.
- Willingness to travel across regions within Tanzania
- Strong interpersonal and communication skills.
- Excellent written and oral communication skills.

- Advanced Computer literacy with emphasis on expert level use of Excel.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- Stress management, optimum prioritization, and time management skills.
- Advanced analytical and statistical skills.

Characteristics

- Exhibit maturity and initiative with strong sense of teamwork.
- Ethical and principled.
- Proven integrity – honest and truthful.
- Proactive and open-minded.
- Willing to keep learning.
- Diligent.
- A person of good judgment, tact, and diplomacy

Reporting To

: Head of Governance, Risk and Compliance and Forensic

Driving Licence

Not Required

To Apply for This Job [Click Here](#)