



**.KZN
FILM**

KWAZULU-NATAL FILM COMMISSION INTERNAL OPPORTUNITY!!!

KwaZulu-Natal Film Commission (KZNFC) is an entity established in terms of the 2010 KwaZulu-Natal Film Commission Act, No 3 of 2010. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province.

ETHICS MANAGEMENT OFFICER
(Duration: 18 Months Fixed Term Contract)
(Ref. EMO-01)
REPORTS TO: CHIEF EXECUTIVE OFFICER

JOB PURPOSE: Oversee the implementation of Fraud prevention, Vetting and Integrity strengthening measures within KZNFilm.

QUALIFICATION AND EXPERIENCE REQUIRED

- National Diploma (NQF 6) in Internal Audit / Risk Management / Ethics/ Human Resource Management/Public Administration/ Governance recognised by SAQA as recognised by SAQA.
- 3-5 years' experience in Ethics and Integrity Management or Compliance environment
- Membership with Ethics Institute as a Certified Ethics Officer will be an added advantage.
- Completion of the Senior Intelligence, Counter intelligence and Vetting courses will be a recommendation.
- The ability to identify ethics risks, trends and monitoring skills.

KEY PERFORMANCE AREAS

- 1) Coordinate and assist with the implementation of Ethics Strategy, Policies and Programmes in KZNFilm inclusive of but not limited to:(Financial Disclosure, Gift and hospitality, Remunerative work outside KZNFilm, and Conflict of interest)
- 2) Assist with fraud investigations internally within KZNFilm
- 3) Investigate cases of threats and intimidation against KZNFilm staff
- 4) Facilitate Vetting and Security clearance of KZNFilm by State Security Agency
- 5) Provide support in effective and efficient fraud and ethics governance frameworks.
- 6) Provide fraud risk management support and ethics management support.
- 7) Conduct Ethics Awareness campaigns to promote the Code of Conduct within KZNFilm
- 8) Investigate the Auditor General and Internal Audit findings reports and report on the outcomes to the Financial Misconduct Committee .
- 9) Investigate all cases of Irregular, Fruitless and wasteful expenditure, Loss of assets and Unauthorised expenditure and make recommendations to the Financial Misconduct Committee
- 10) Conduct research on Anti-Corruption initiatives and Professional Ethics to inform policy development.
- 11) Facilitate Lifestyle Audits

OUR KINGDOM IS YOUR STAGE



All applicants must forward their applications and a detailed **Curriculum Vitae** showing the relevant experience, certified copies of **ID** and **qualifications**, clearly stating the relevant reference number for the position for which you are applying for on the subject line.

Applicants must send an email to **HR@kznfilm.co.za**.

Enquiries: Linda Cebekhulu: tel. (031) 003 9000

Closing date: 21 August 2023