



VACANCY

The Infrastructure Development Bank of Zimbabwe (“IDBZ/the Bank”) is a national Development Finance Institution (DFI) established in terms of an Act of Parliament that promotes infrastructure development in various sectors including Energy, Transport, Water & Sanitation, Housing, Irrigation infrastructure, ICT, Health, Tourism and Education. These are key enablers to inclusive socio-economic development and growth. The Bank also supports private sector enterprises, focusing on the infrastructure value chain, agri-businesses, mining and export-oriented businesses.

In order to effectively execute its mandate, the Bank seeks to recruit the following personnel:

CHIEF INVESTIGATIONS AND INTEGRITY OFFICER

This position reports to the Manager – Investigations, Integrity and Loss Control Division

JOB PURPOSE AND RESPONSIBILITIES

The job exists to investigate allegations of fraudulent and corrupt practices in an objective and independent manner and to examine and determine the veracity of allegations or suspicions of Sanctionable Practices affecting the Bank’s activities and/or involving members of staff. The incumbent will be required to maintain confidentiality, objectivity, impartiality, and fairness throughout the investigative processes in line with the Bank’s culture that promotes fairness, accountability and transparency. In addition, they should demonstrate the highest levels of integrity and competency.

The job includes the following specific responsibilities:

- Develop investigations and integrity policies, fraud risk management strategy, and anti-fraud policies and methods to manage any forms of misconduct and maintain an appropriate repository of fraud, corruption and coercive risk assessments.
- Continuous review of frameworks, standards, procedures, processes and support systems governing investigations to ensure the proper conduct of inquiries and investigations.
- Develop and publish guidelines for processing investigations and the procedures for handling cases.
- Conduct thorough investigations including forensic investigations on allegations of corruption, fraud, coercive practices, integrity violation, unethical conduct or other forms of misconduct including verbal and physical altercations, harassment, bullying and misappropriation of Bank or project assets.
- Support interaction and close coordination of activities with other assurance providers such as Internal Audit, Compliance & Mediation, Risk Management, Legal, and Human Resources.
- Maintain confidentiality, objectivity, impartiality, and fairness throughout the investigative process; and demonstrate competency and highest level of integrity.

- Ensure that investigations are sufficiently scoped in terms of identified risks, sufficiently resourced in terms of skills required for the investigation, and appropriately planned to meet deadlines.
- Review the grievance redress and complaints system to ensure they are in line with regulatory expectations and aligned to codes of best practice and that all complaints communicated to the Bank are carefully handled and appropriate follow-up action is taken.
- Facilitate effective and timely assessment of complaints and necessary internal and external investigations.
- Raise awareness among Bank staff and stakeholders on obstructive practices such as deliberately destroying, falsifying, altering, or concealing of evidence material to an investigation and their impacts.
- Proactively conduct integrity and ethical consideration reviews and due diligence.
- Foster an organisational culture of transparency and accountability.
- Maintain liaison and coordinate with the Manager Investigations, Integrity and Loss Control and Human Resources on matters referred to the Department/Unit Head that relate to alleged or suspected misconduct by employees, contractors, suppliers, consultants, other services providers and stakeholders.
- Provide investigative coverage or oversight to non-criminal complaints involving the conduct/behaviour of employees, contractors, suppliers, consultants, other service providers or stakeholders as assigned by the Department/Unit Head.
- Conduct periodic meetings with Department/Unit Heads, Senior Management, and employee groups to discuss or provide advice on integrity/ethics issues.
- Assist in the formulation of Integrity Awareness Training Sessions, Conferences, and Seminars that are developed for and presented to Bank employees.
- Assist the Manager Investigations, Integrity and Loss Control in the development of an overall Internal Integrity Plan.
- Assess the impacts and outcomes of investigations and prepare investigations and integrity reports for Management and the Board.
- Formulate and prepare fraud risk management strategies and anti-fraud policies as well as maintain an appropriate repository of fraud risk assessments.
- Provide litigation support; attend courts of law proceedings; and provide relevant and sufficient evidence, as required.
- Prepare cases track record and ensure that case trends are systematically compiled and available on a periodic basis to Management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Interested applicants should possess the following:

- Degree in Audit, Law, Forensics, Security and Investigations Management or any related field.
- Master's degree will be an added advantage.
- Minimum 7 years working experience in a similar role.
- Professional qualification such as Certified Fraud Examiner (CFE), Forensic Accountant, Certified Public Accountant (CPA) or similar qualification.
- Advanced investigative interviewing skills and problem analysis.

- Experience in drafting and presenting official reports and documentation underlying investigations.
- Basic knowledge of the law and evidence gathering procedures.
- Established reputation for integrity, sound management, being meticulous and fairness.
- Good understanding of Development Finance Institutions policies, systems, standards, and products.
- Ability to pay attention to detail and to ensure accuracy and completeness of all investigative material.
- Ability to work effectively with diverse teams.
- Strong communication and presentation skills.

Interested applicants should submit their applications together with detailed Curriculum Vitae by no later than **16:00 hours Friday, 7 July 2023**.

REMUNERATION

For the above position, a highly competitive package is on offer, details of which would be disclosed to the shortlisted candidates.

To be considered, interested candidates are requested to forward their applications to:

The Director Corporate Services and Human Resources Department

IDBZ House

99 Gamal Abdel Nasser Road

Harare

or email: hr@idbz.co.zw