

ROLE PROFILE

Position Title: Manager Forensic and Investigations	Reporting to: Group Chief Audit Executive
Business Unit: Group Internal Audit	
Division: Internal Audit	Department: Financial & Operational Audit

A. ROLE AND CONTEXT

<p>Purpose: This role is responsible to support the Group Chief Audit Executive to carry out investigations, forensics, and advisory activities, ensuring the work is carried out with professional care and following the appropriate standards. These different activities involve conducting investigations, and advisory on the technical domain of telecommunications. In addition, the role provides input to the annual internal Audit Plan preparation and contributes significantly to the follow-up audit with management.</p>	<p>Functional Context: Ooredoo group has operations in 12 countries and each country has distinct business processes, procedures, requirements and activities. The internal audit function helps in establishing a robust and effective internal audit function in all Ooredoo OPCOs that is synchronized with Ooredoo Q.S.C. internal audit guidelines, methodology, and operating principles; and undertakes regular Quality Assurance Reviews of internal audits at the OPCO level as stipulated by the International Standards for the Professional Practices of Internal Auditing (Standards).</p>
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B. ROLE ACCOUNTABILITIES

- Governance:
- Develop and maintain Fraud Risk Assessment Framework.
- Develop/update and communicate Whistleblowing Policy.
- Annual Plan:
- Prepare/update the audit universe and its risk assessment as well as proposed IA plan in fraud area.
- Investigations:
- Conduct preliminary verification on whistleblowing report and prepare necessary report for further actions/approval.
- Lead and oversee investigations into various matters such as fraud, misconduct, or other violations of policies and regulations.
- Perform forensic and investigative audits with minimum supervision and able to identify fraud risks in the areas of concern, as well as develop investigation procedures independently.
- Manage projects and teams and investigators in various fraud, misconduct, and compliance assignments.
- Lead and execute computer forensic procedures and perform digital forensic analyses using standard digital forensic tools.
- Support the efforts of Fraud Risk Assessment in the company, including guiding the business owners in identifying and assessing potential fraud risks in respective business processes.
- Execute anti-bribery investigations and compliance reviews regarding relevant anti-bribery laws/standards.
- Prepare detailed investigations reports, including the observations result, fraud scheme, exposure and recommendations.
- Document end-to-end investigation process or review in Audit Management System.
- Follow up:
- Coordinate and follow up with other related functions such as on IA recommendations of actions from Management.
- Representative to External Parties:
- Act as a company representative for external parties related to investigations.

C. SCOPE AND INTERACTIONS

Direct Revenue Responsibility: No Direct Budget Responsibility: No Direct People Management Responsibility: No	Primary Interactions (Internal/External)	
	Internal Relationships: Cross Functional	External Relationships: Vendors Business Partners

D. KEY PERFORMANCE INDICATORS (KPI)

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- Maintain an up-to-date database of Fraud Indicators and suggested audit procedures.
- Quality of investigations carried out.
- Enhancements in Internal controls to prevent fraud indicators.
- Level of compliance with related standards, rules, and work instructions.

E. EXPERIENCE, QUALIFICATIONS AND SKILLS

Minimum Experience, Essential Knowledge & Skills	Minimum Entry Qualifications
10 years' experience in a similar role. Experience in audit, forensic, fraud compliance investigations and investigations management with a proven track record. Experiences in handling fraud investigation/whistleblowing issues. Understanding of audit, forensic compliance standards and investigation techniques. Preferable to have experience in forensic software. International Professional Practices Framework (IPPF) from the Institute of Internal Auditors (IIA). Familiarity with the common indicators of fraud.	Bachelor's Degree in Computer Science or Engineering or Similar Preferred Certifications / Other Qualifications Certification in at least one area, e.g., Certified Fraud Examiner (CFE), Certified Information System Auditor (CISA), Certified in Risk and Information Systems Control (CRISC), Certified Information Security Manager (CISM), Certified in Governance of Enterprise IT (CGEIT), Certified Information Systems Security Professional (CISSP), Certified Public Accountant (CPA), Certified Internal Auditor (CIA)

Technical Competencies	Required Level	Behavioural Competencies	Required Level
RISK MANAGEMENT	Intermediate	Building Customer Value	Basic
AUDIT & COMPLIANCE	Advanced	Delivering Results & Fostering Collaboration	Basic
PROCESS MANAGEMENT	Intermediate	Shaping Strategy	Basic
		Driving Change	Basic
		Networking and Influencing Collaboratively	Basic
		Leading Teams	Basic
Competency Level (Reference Range)	Basic	Intermediate	Advanced
	Low	>----->	----->High