

OHANGWENA REGIONAL COUNCIL

OFFICE OF THE CHIEF REGIONAL OFFICER SUBDIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post Designation	:	Chief Security Operation Officer Grade 6
1xPost	:	Eenhana
Salary Scale	:	N\$354,883 –N\$ 424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Minimum Requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus six (6) years approximate appropriate experience.

Additional Requirements: A completed Police, Military, Correctional Services or Security Management basic training plus 6 years of proven experience in security operations, Confirmation of probation is subject to the successful completion of security awareness training by the Namibia Central Intelligence Service (NCIS), General competencies namely; Result driven, Service orientation, Problem-solving, Teamwork, Collaboration, Continual learning and Oral communication and Possession of driver's license is prerequisite.

Main duties:

- He/she will be the Head of the Security and Risk Management Subdivision.
- Monitor, direct and supervise physical and personnel security capacity (Security Guards).
- Conduct background checks, supervise cleared personnel and do vetting.
- Oversee and manage the performance of Security Operations Officers and Security Operations Assistants.
- Provide expert advice, guidance and support to Managers, Supervisors and General staff members.
- Investigate the contravention of security directives/breaches and advise the Chief Regional Officer.
- Conduct daily/weekly/monthly/quarterly security assessments/inspections on the institution's assets.
- Compile and submit quarterly security status report to the Accounting Officer.
- Oversee the deployment and performance of contracted security guards (private security service providers) at the Head Office and Constituency offices.
- Conduct quarterly security meetings with the Managers of the contracted security services providers.

Enquiries: Hafeni E Nghifimule @ 065-264301 or Julia Joseph @ 065 264342

SECTION INTERNAL AUDIT

Post Designation	:	Chief Internal Auditor Grade 6
1xPost	:	Eenhana
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

Housing Allowance : N\$17,424 per annum

Minimum requirements: An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience in the **Auditing field**. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Permanent Secretary: Ministry of Finance on advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

Main duties:

- Initiate, plan and conduct audits for the Regional Council as well as sub-units falling within the Regional Council.
- Ensure auditing of various financial and non-financial system of the Regional Council.
- Conduct or carry out regular audits in accordance with annual plan or when so requested for special reasons Apply audit standards, procedures and techniques to ensure proven audit findings.
- Facilitate implementation of audit plans within defined time and resource limits.
- Compile annual audit work plan and audit programmes.
- Prepare and submit audit reports to the Chief Regional Officer.
- Monitor work progress on each assigned audit and submit monthly progress report to the Chief Regional Officer.
- On a monthly, quarterly and annual basis, review progress against individual and directorate plans and against all internal policies.
- Assure follow up of audit findings to ensure adequacy and timeliness of correction.
- Handle audit related queries.
- Review the permanent file in conjunction with the Internal Auditor for each assigned audit.
- Ensure that documents in the permanent file, annual file (audit working papers) are organized, referenced and cross-referenced.
- Conduct briefing and debriefing meetings with clients.
- Review and assess the work of Internal Auditor.
- Confers, advises, initiates and coordinates with other divisions and departments about policies and procedures.
- Coordinate training needs for the Internal Auditor.
- Contribute to the development and implementation of the Internal Audit division's professional, training and administrative strategy, as set out in the approved annual and medium-term audit plans.
- Internal controls are appropriate, adequate and are being adhered to.
- Ensure proper records and books of accounts for all revenues and expenditure are maintained.
- Assess the adequacy of accounting and internal control systems to monitor expenditure and safeguard assets.
- Monitor and evaluate annual workplan and report progress to the Council.
- Assign work to subordinates in accordance with approved divisional (annual) plan.
- Ensure follow-up audits on recommendations made on systems and procedures to monitor response and implementation.
- Provide management and Audit Committee with an opinion on internal controls in the Council.
- Provide on-job training and guidance to subordinates.