

## **OFFICE OF THE AUDITOR-GENERAL**

### **SUB-DIVISION: INTERNAL AUDIT AND RISK MANAGEMENT**

<b>Post Designation:</b>	Internal Auditor Grade 8
<b>1 x Posts:</b>	Windhoek
<b>Salary Scale:</b>	N\$ 238 825-285 420
<b>Housing Allowance:</b>	N\$ 17 424 per annum
<b>Transport Allowance:</b>	N\$ 10 512 per annum

#### **Minimum Requirements:**

- A B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification), plus three (3) years appropriate experience.

#### **Additional Requirements:**

- Qualification in Internal Audit or Risk Management,
- Member of the Institute of Internal Auditor (IIA) and,
- A valid Driver's license will be added advantage.

#### **Key performance areas:**

- Carry out all internal audit activities as per annual plan in accordance with the Institute of Internal Auditors (IIA)'s standards.
- File and update internal audit evidence and supporting documentation within the established systems.
- Conduct specific internal audit and special investigations within the required time frame.
- Review and evaluate the reliability and integrity of Auditor-General's systems and Operations.
- Reviews policies and procedures to determine whether internal mechanisms are being adhered to and are still relevant.
- Recommend changes to be made to management, in the internal policies and procedures to increase efficiency of operations.
- Follow-up on the recommendations made in the reports and assess the extent of the implementation.
- Prepares comprehensive written reports to the Deputy Auditor-General/Internal Audit Committee on the systems audited or investigated.
- Draft reports to management on findings and recommendations.
- Conducts risk assessments on the Audit Universe and prioritize OAG's risk areas.

## **APPLICATION PROCEDURE:**

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

**NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.**

Applications for employment must be addressed to:

The Deputy Auditor-General  
Office of the Auditor-General  
Private Bag 13299  
Windhoek  
Namibia

OR

Be hand delivered at:  
The Office of the Auditor-General  
123 Robert Mugabe Avenue  
Windhoek

Any enquiries should be directed to: **Mrs. Joolokeni Hamunyela; Tel: 061-285 8426** or **Mr. Juda Hangula; Tel: 061-2858406**