

MANAGEMENT CADRE
OFFICE OF THE AUDITOR-GENERAL
DIRECTORATE: ADMINISTRATION

Post designation	:	Director Grade 3
1xPost	:	Windhoek
Salary scale	:	N\$ 582 333 –N\$ 617 976
Motor Vehicle Allowance	:	
Capital costs	:	N\$ 94, 178 per annum
Running costs	:	N\$ 29, 455 per annum
Total Allowance	:	N\$ 123, 633 per annum
Housing Benefit	:	N\$ 131, 280 per annum

Minimum Requirements: An appropriate Master's Degree qualification on NQF Level 9 plus nine (9) years appropriate experience.

Additional Requirement: Candidate must have served four (4) years at managerial level in either of the following components: General Services, Finance, Human Resources or Information Technology.

Key Performance Areas

Strategic Leadership and Management: Demonstrate and apply strategic thinking, planning, leadership, analytical, interpersonal, communication, negotiation, management, and computer literacy skills to support the achievement of organizational objectives.

- **Legislative and Regulatory Compliance:** Ensure the effective interpretation, application, and implementation of the Public Service Act, State Finance Act, Treasury Instructions, Tender Board Act, Procurement Act, and other relevant legislation, regulations, and policies.
- **Corporate Services Oversight:** Provide overall leadership, direction, and management of the Human Resources, Information Technology, Finance, and General Services Divisions to ensure efficient and effective service delivery.
- **Strategic Planning and Performance Management:** Lead the formulation, implementation, monitoring, and evaluation of the Office's Strategic Plan to ensure the attainment of institutional goals and objectives.
- **Financial Management and Budgetary Control:** Oversee the preparation, administration, monitoring, and control of the Office's budget, ensuring prudent financial management and compliance with established procedures and regulatory requirements.
- **Procurement Governance:** Ensure that all procurement activities are conducted in accordance with applicable legislation and regulations, while promoting transparency, accountability, fairness, and stakeholder confidence.
- **Legislative Development and Implementation:** Lead and coordinate the drafting, enactment, and implementation of audit-related legislation, including the Audit Bill

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

and Audit Act, to strengthen the institutional mandate and governance framework of the Office.

- **Policy Development and Implementation:** Drive the formulation, review, and implementation of policies that support the achievement of the Office's strategic objectives and enhance organizational effectiveness.

Application procedure:

- Candidates reaching the final stage of selection may undergo a vetting process.
- **Applicants are strictly required to attach their academic records/ transcript to the applications.**
- Shortlisted candidates may be required to undergo **Psychometric Test** or a **Practical Test**.

Applications 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**

Enquiries: Ms. Joolokeni Hamunyela, Tel: 061-2858426 or Ms. Beatrice Mutonga, Tel: 061-2858219

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDITS, RESEARCH AND DEVELOPMENT

DIVISION: RESEARCH, DEVELOPMENT AND TRAINING

Post designation	:	Chief Auditor Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 372, 627 –N\$ 445, 325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate B. Degree qualification on NQF Level 7 plus six (6) years' appropriate experience.

Additional Requirements: Candidate must have served at least three (3) years as an Auditor/ Senior Auditor level or equivalent.

Key performance areas

- Regularly liaise with the clients and ensure that matters arising are resolved amicably and that good client relations are maintained.
- Prepare annual subdivision plan and submit to the supervisor.
- Ensure that research work is appropriately documented in accordance with OAG procedures.
- Review draft research reports and other work performed and prepared by staff members of the subdivision and thereafter, submit these to the supervisor on or before the agreed deadlines.
- Implement the performance management system and give regular feedback to the audit team about their performance.
- Ensure, through supervision and review, that research work is carried out in accordance with the approved plan, conforms with research standards adopted by the OAG and is completed on or before the agreed deadlines.
- Review reports prepared by staff members in the subdivision on the basis of evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadline;
- Prepare and Present training to a range of audiences, including non-specialists (in house, PAC and other stakeholders).

DIVISION: QUALITY ASSURANCE

Post designation	:	Chief Auditor Grade 6
1xPost	:	Windhoek

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

Salary scale	:	N\$ 372, 627 –N\$ 445, 325
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: An appropriate B. Degree qualification on NQF Level 7 plus six (6) years' appropriate experience.

Additional Requirements: Candidate must have served at least three (3) years as an Auditor/ Senior Auditor level or equivalent.

Added Advantages: Knowledgeable in ISSAIs and experience in Financial Reporting Framework i.e. FRIS and IPSAS.

Key performance areas

- Managing the Quality Control policy of the OAG in order to guide the quality control and assurance processes within the OAG. These include development and periodic review of the said policy.
- Establishment and review of the quality control system of the OAG, which includes all strategic level processes, documentation, strategic leadership and management monitoring.
- Conduct annually internal SAI level QA reviews to meet the ongoing monitoring requirements of ISQC-1 or ISSAI 140.
- Assessing the design of quality controls System at both the institutional level and Individual audit file level to determine compliance with ISQC-1 or ISSAI 140.
- Assessing the strength of the design of the quality controls system in comparison with the ISSAIs and best practices.
- Identify review scope in line with the elements of ISQC-1 which are significant, and not based on the OAG QC system.
- To assess the quality assurance system implemented at the OAG and make recommendations on its function
- Steer processes towards ensuring an ISSAI compliant audit environment and improved quality of audit services.
- To oversee all training interventions for auditors, undertaken by the Functional Training Unit.
- Feedback on progress of functional training interventions will be reported to the Deputy Director QA, R&D and Functional Training.
- The Chief Auditor will be responsible for the monitoring and control of training interventions steered towards development and professionalization of auditors.

DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDIT

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
1xPost	:	Windhoek
Salary Scale:	:	N\$ 250, 767 (Fixed)

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

Minimum Requirement: An appropriate B. Degree qualification on NQF Level 7.

Added Advantage

- Studying towards a professional course such as ACCA, ICAN, CIPA, etc.
- Valid Driver's license.
- Audit Experience

Key performance areas

- Responsible for the compilation and submission of work plans, the execution of audits and the reporting thereon.
- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.
- In the absence of the Chief Auditor, the Auditor should be able to lead an audit subdivision and to oversee the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies by the agreed deadline.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Prepare audit files and ensure that they are organized in accordance with OAG standards and methodology on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
- Prepare draft audit report on the basis of relevant, reliable and sufficient audit evidence obtained and thereafter submit to the supervisors on or before the agreed deadline
- Participate in briefing and debriefing meetings with clients, ensure that all difficult issues arising from the audit are resolved amicably and maintain good working relationship with the clients.
- Document audit evidence, conclusions and recommendations in the Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.

Note:

The job category **Assistant Auditor Grade 8** is a training level. Successful candidates will be appointed on a contractual basis while undergoing occupational specific training for a period of two (2) years. After successful completion of the prescribed theoretical and practical training courses that such Assistant Auditor is able to operate on the level of an Auditor may be translated thereto.

The Assistant Auditor Grade 8 are placed temporarily on a fixed-term contract with the followings conditions:

- Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
- Not entitled to be a member of the **Government Institutions Pension Fund (GIPF)**. .
- Eligible for membership with the **Social Security Commission (SSC)**.

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

- Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.
 - Shall enter into a contractual agreement with the OAG before training commences.
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DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCES

Post Designation	:	Human Resource Practitioner Grade 8
1xPost	:	Windhoek
Salary Scale	:	N\$ 250, 767 –N\$ 299, 691
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 17, 424 per annum

Minimum Requirements: A National Diploma in Human Resources Management on NQF Level 6.

Added Advantage: Three (3) years' experience in Human Resource Management field and a Bachelor Honours Degree in Human Resources Management on NQF Level 8.

Key performance areas

- Processing of appointments, pension admissions/withdrawals, social security administration, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, progress reports, transfers, translations, secondments, resignations, departmental debts, abscondments, demises, salary increments, cash bonuses, injury on duty, removal of furniture, evaluation of qualifications, retirements, overtime claims, salary adjustments and occupational differentiation.
- Calculation of Housing loan schemes, housing subsidies, allowances, departmental debt, leave gratuities, salary increments, cash bonuses, overtime, salaries and salary adjustments.
- Drive assigned HR work project team from start to completion and ensure adherence to attached time lines.
- Compile statistics on mandatory human resources initiatives and draft reports for submission to stakeholders within specified reporting period.
- Conduct leave audits for staff members and keep leave audit data up to date.
- Deal with Industrial Relations matters which includes representative in Arbitration/Conciliation hearings, handling of grievances, decision making and problem solving/conflict resolution.
- Responsible for employee wellness and safety which includes educating, sharing information and mainstreaming HIV/Aids Programs.

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 30 JUNE 2026, CLOSING DATE 30 JULY 2026

- Carry out activities related to recruitment and selection process in accordance with prescribed policies and procedures.
 - Capture and update employment profiles on the HRIMS.
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DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES

Post Designation	:	Artisan Grade 10
1xPost	:	Windhoek
Salary Scale	:	N\$ 167, 481 –N\$ 200, 878
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Minimum Requirements: Completed apprenticeship OR A Trade Diploma issued in terms of existing legislation.

Key performance areas

- Install, Repair, test, service and maintain electrical equipment at various spaces.
 - Carry out electrical testing and using the megger, AVO meter tester, voltage and ohmmeter, current and dustproof tester.
 - Trouble shoot, fault find, test and repair of short circuits.
 - Install doors and frames (steel and wood), locks, hinges, mirrors, toilet paper holders, towel rails, skirting and pelmets
 - Complete construction of roof, roofs trusses, rafters, purloins and roof sheets
 - Repair and replace ceilings, window panes/frames, tiles, carpets, seal roofs and doors.
 - Identify and recommend the material to be ordered by the supervisor.
 - Take care and store materials.
 - Keep record of all incidents and report to the supervisor/management
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DIRECTORATE: ADMINISTRATION
DIVISION: FINANCE AND GENERAL SERVICES

Post Designation	:	Accounts Assistant Grade 11
1xPost	:	Windhoek
Salary Scale	:	N\$ 139, 636 –N\$ 167, 481
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Minimum Requirement: A Senior Secondary Certificate on NQF Level 3 or equivalent qualification.

Added Advantage: An appropriate qualification and work experience in the field of Accounting.

Key performance areas

- Responsible for implementing Salary advices, preparing payments for creditors, collecting and filing of Treasury approvals/authorizations properly, capturing of DSA advances/claims on IFMS, recording of DSA advances/claims in the register, printing of proof of payments & debit balance list.
- Filing of supplementary and month-end salary statements, DSA advances and claims payments, Creditors payments vouchers, salary advices and pay slips, receipts and bank deposits, PAYE Certificates.
- Perform the activities on the IFMS to achieve the objectives of the system.
- Ensure that activities of the EDRMS (sorting, numbering, scanning, barcoding and uploading) are carried out to achieve the objectives of the system.
- Implementation of the PMS framework within the Finance Subdivision.

Application procedure:

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