

**OFFICE OF THE AUDITOR-GENERAL
DIRECTORATE: CASH BASED AUDITS**

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

Minimum Requirement: An appropriate B. Degree qualification at NQF level 7 in Auditing /Accounting and Finance

Added Advantages

ACCA/CA or studying towards these professional courses and valid driver's license.

Key performance areas:

- Responsible for the entire audit of the Offices, Ministries, Agencies (OMA's) i.e. planning, execution (fieldwork) and reporting.
- The preparation of audit plans for the audit of accounts and asset inspection audits under close supervision of the supervisor.
- The audit of accounts, asset inspection audits and special assignments under close supervision of the supervisor.
- Collect necessary audit evidence and assist with documenting the audit evidence/findings in accordance with current Audit Standards (ISSAI's) under close supervision of the supervisor.
- Draft the assets inspection and regional audit management letters on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Draft the audit management letters on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- The verification of financial statements, annual statements and supporting information submitted by the Auditees for the Auditor General's annual reports under close supervision of the supervisor as assigned.
- Draft the auditor's report prepared on the basis of audit evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.

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). .

PSM CIRCULAR NO. E OF 2026, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED ON 04 AUGUST 2026, CLOSING DATE 02 SEPTEMBER 2026

Eligible for membership with the Social Security Commission (SSC).
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.

Shortlisted candidates may be required to undergo Psychometric 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**

Any enquiries should be directed to: Mrs. Joolokeni Hamunyela; [Tel: 061-285 8426](tel:061-2858426) or Ms. Beatrice Mutonga; Tel: 061-2858219
