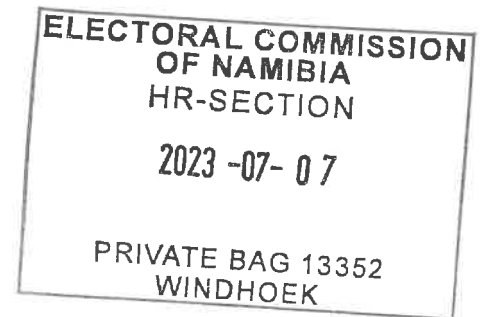


**OFFICE OF THE CHIEF ELECTORAL OFFICER
SECTION: INTERNAL AUDIT**

Post Designation	: Internal Auditor Grade 8
1 x Post	: Windhoek
Scale of Salary	: N\$ 227,453 – 271,828
Housing Allowance	: N\$ 14,520.00 per annum
Transport Allowance	: N\$ 8,760.00 per annum



Minimum Requirements:

An appropriate B-degree or equivalent qualification, plus a minimum of three (3) years appropriate experience; Registration with the Institute of Internal Auditors (IIA), South Africa for membership will be an added advantage.

Responsibilities:

- Gather background information, policy documents and manuals relevant to the audit area to assist in evaluating the effectiveness or existence of internal controls.
- Document the system description with the auditees to capture the processes carried out within the system.
- Performance of risk assessment.
- Conduct fieldwork by carrying out regular audits in accordance with the annual plan or when so requested.
- Compile the engagement working programme to analyse potential risks, controls and audit procedures.
- Interpret laws, rules and regulations to ensure compliance with legislative and financial regulations.
- Organize, reference and cross-reference the documents in the current audit file and permanent file.
- Keep proper working papers with conclusive evidence to ensure quality control.
- Obtain relevant and reliable audit evidence to support the conclusions about the adequacy of systems for controlling expenditure, collecting revenue and for safeguarding assets.
- Prepare audit log sheets on audit assignments.
- Document all findings and offering recommendations where necessary for discussion at exit meeting with the auditee.
- Ensure that draft report is compiled and forwarded for review before being delivered to the auditee for their comments.
- Incorporate auditee responses into the draft report to assist in compiling the final report.
- Compile performance agreement, quarterly reviews and appraisal report.

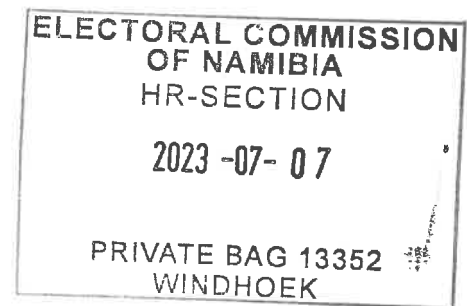
Knowledge, Skills and Attitude

- Knowledge of the standards for professional practice of Internal Auditing
- Knowledge of relevant laws and regulations as well as policies and procedures

- Knowledge of the Integrated Financial Management System (IFMS)
- Knowledge of risk management, internal control and governance activities
- Public Service Staff Rules
- Strong written and verbal communication skills
- Analytical abilities, logical and conceptual thinking
- Confidentiality in dealing with sensitive matters
- Must be organized and be attentive to detail
- Interpersonal skills
- Report Writing skills
- Flexibility
- Objectivity

Additional Requirements:

- Certificate of Conduct not older than 6 months.
 - Possession of a valid Driver's License is an added advantage
-



An application (on form 156043 obtained at all Government offices) together with a comprehensive curriculum vitae and certified copies of education qualification must be addressed to:

The Chief Electoral and Referenda Officer, Private Bag 13352, Windhoek, or hand delivery at ECN Headquarters, 67-61 Van Rhijn Street, Windhoek North.

No application should be submitted at the Regional Offices and No emails.

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached.

Staff members applying for promotional positions must have completed their probation successfully and proof of probation confirmation should be attached.

Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the applicant.

Previously disadvantaged and persons with disabilities are encouraged to apply.

Enquiries: Ms. M. Bostander 061376283/ Ms. B. Heita 061376264 and Mrs. M. Mouton 061376283.

Closing date: 07 August 2023 at 17h00.

Any applications received after this date and time shall not be considered.

