

**OFFICE OF THE CHIEF ELECTORAL AND REFERANDA OFFICER
DIVISION: INTERNAL AUDIT**

Post Designation	: Chief Internal Auditor – Grade 6
1x Post	: Windhoek
Salary Scale	: NS 354, 883 – 424,119
Housing Allowance	: NS17,424 per annum
Transport Allowance	: NS10,512 per annum

Background

The Chief Internal Auditor is positioned in the Internal Audit Division within the Chief Electoral office. He/she is responsible to the immediate supervisor who is the Deputy Director: Internal Auditor. The Chief Internal Auditor is at Supervisory Level and is first on the organogram for promotion. The Chief Internal Auditor supervises the Internal Auditors who are operational staff.

This job category includes personnel involved at supervisory and operational level with assessing the adequacy, efficiency and effectiveness of internal accounting controls; appraisal of financial, administrative and operational procedures and systems; the performing of risk assessment; the producing of audit reports and the serving as an advisory for improvements and/or corrective action where necessary.

Primary purpose of position

To conduct and supervise the execution of assigned assurance and consulting audits across all phases, from planning, execution, reporting and follow-up to support the achievement of the Commission's strategic objectives.

This supervision ensures value addition and accomplishment, by providing assurance on the reliability and integrity of financial and operational information; by evaluating compliance with applicable policies, procedures, and legal requirements; assessing the achievement of set objectives and evaluating the adequacy, efficiency and effectiveness of internal controls, governance and risk management, as well as evaluating the economical use of the Commission's resources and providing assurance regarding the safeguarding of its assets.

Key Performance Areas

- Identifying key strategic risks with input from senior management and the strategic risk register to formulate a strategic internal audit plan which identifies and prioritises the key risk areas for evaluation
- Perform risk assessment and compile strategic and annual internal audit plans
- Execution of the audit plans
- Supervise, Lead audit team and mentor junior auditors in executing audit engagements to ensure compliance with the relevant IIA standards.
- Conduct fraud risk assessments and special investigation as requested by management
- Collaborate with external auditors during the annual financial statement audit
- Draft engagement letters, Audit queries and audit reports.
- Develop and maintain audit work papers, ensuring documentation standards are met. (sufficient, reliable and relevant audit evidence)
- Conduct briefing and debriefing meetings with the client.
- Submit a biweekly and quarterly progress report (audit log sheets) on audit assignments as requested by the Head of Internal Audit.
- Review all working papers to ensure that they are indexed, referenced or cross-referenced, and filed.
- Review draft report and prepare final report for the Deputy Director's review.
- Track outstanding management action items

Educational Qualification and Experience Requirements

- A B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification) plus six (6) years' experience in auditing.

- Registration with the Institute of Internal Auditors (IIA), IAT & PIA will be an added advantage.
- A Valid driver's license.

Skills, Knowledge and Competency Requirements

- 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 / familiar with legislative and financial regulations
- Knowledge of risk management, internal control and governance activities

Core competency

- Promotes and applies professional ethics
- Manages internal audit subdivision
- Applies the International Professional Practices Framework (IPPF)
- A thorough understanding of governance, risk and control
- Communicate effectively with impact
- Persuades and motivates others through collaboration and cooperation
- Applies process analysis, business intelligence and problem solving techniques
- Delivers internal audit engagements and
- Embraces change and drives improvement and innovation

ADDITIONAL REQUIREMENTS

Applications must be accompanied with the following:

- Comprehensive Curriculum Vitae
 - Certified copies of the academic qualifications
 - Namibian Identify Document (ID)
 - Valid Certificate of Conduct
 - Declaration indicating whether the applicant has been or is an office-bearer of a political party, active politician had or has a high party political profile.
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