

OFFICE OF THE AUDITOR-GENERAL
DIRECTORATE: ACCRUAL BASED AUDITS

Post Designation: Assistant Auditor Grade 8 (Trainee)

3xPosts: Windhoek

Salary Scale: N\$ 238, 825 (Fixed)

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

Added advantages

- Studying towards a professional course (ACCA/CTA)
- Valid driver's license

Key performance areas:

- Compilation and submission of work plans, the execution of audits and the reporting thereon.
- Verify assigned financial statements and supporting information provided by the
- Auditees for OAG's annual reports.
- Prepare draft Audit Reports and Management Letters, as required by the supervisor.
- Keep proper documentation with sufficient and appropriate audit evidence to ensure quality control.
- Document audit evidence, conclusions and recommendations in the Annual Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.
- Submit the Annual Audit File (audit working papers) to the supervisor on or before agreed target dates.
- Audit, examine and verify Financial Statements and supporting information submitted for audit purposes.

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)**.
- 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.

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