

## **DIRECTORATE: CASH BASED AUDITS**

**Post Designation : Assistant Auditor Grade 8 (Trainee)**

**1xPost : Windhoek**

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

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

**Additional Requirements:** Valid driver's license will be added advantage.

### **Key performance areas:**

- Responsible for the entire audit of the Office, Ministry or Office (OMA) 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).
- 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.
- 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  
Windhoek  
Namibia

**OR**

**Be hand delivered at:**

The Office of the Auditor-General  
123 Robert Mugabe Avenue  
Windhoek

**Enquiries: Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Mr. Nehemia Ndeshuuva; Tel: 061-2858401**

**CLOSING DATE 20 SEPTEMBER 2024**