

OFFICE OF THE AUDITOR-GENERAL
DIRECTORATE: INFORMATION SYSTEMS & FORENSIC AUDITS
DIVISION: INFORMATION SYSTEMS AUDIT
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 Information Technology or Post Graduate Certificate in Informatics (Information System Auditing) NQF Level 8.

Additional Requirements: Experience in Information Technology or Information Systems Auditing with a CISA Certification and Drivers' License will be an added advantage.

Key performance areas:

- Examine Information Technology (IT) environments and evaluate the design and operational effectiveness of IT internal controls, determine exposure to risk, and develop remediation strategies.
- Develop a strong understanding of business and system processes, including the review and testing of these processes and related controls and be able to add value in improving process efficiencies.
- Assist other streams of audit by providing assurance on the IT environment in which business processes operate.
- Ensure that relevant reliable evidence is documented, in accordance with approved auditing standards and methodologies.
- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.

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