

# OFFICE OF THE AUDITOR-GENERAL

## MANAGEMENT CADRE

### DIRECTORATE: ADMINISTRATION

**Post Designation:** Director Grade 3

**1 x Post:** Windhoek

**Salary Scale:** N\$ 582 333 –N\$ 617 976

**Motor Vehicle Allowance:**

- **Capital costs :** N\$ 94, 178 per annum
- **Running costs :** N\$ 29, 455 per annum
- **Total Allowance :** N\$ 123, 633 per annum
- **Housing Benefit :** N\$ 131, 280 per annum

**Minimum Requirements:** An appropriate Master's Degree qualification on NQF Level 9 plus nine (9) years appropriate experience.

**Additional Requirement:** Candidate must have served four (4) years at managerial level in either of the following components: General Services, Finance, Human Resources or Information Technology.

**Key Performance Areas**

**Strategic Leadership and Management:** Demonstrate and apply strategic thinking, planning, leadership, analytical, interpersonal, communication, negotiation, management, and computer literacy skills to support the achievement of organizational objectives.

- **Legislative and Regulatory Compliance:** Ensure the effective interpretation, application, and implementation of the Public Service Act, State Finance Act, Treasury Instructions, Tender Board Act, Procurement Act, and other relevant legislation, regulations, and policies.
- **Corporate Services Oversight:** Provide overall leadership, direction, and management of the Human Resources, Information Technology, Finance, and General Services Divisions to ensure efficient and effective service delivery.
- **Strategic Planning and Performance Management:** Lead the formulation, implementation, monitoring, and evaluation of the Office's Strategic Plan to ensure the attainment of institutional goals and objectives.

- **Financial Management and Budgetary Control:** Oversee the preparation, administration, monitoring, and control of the Office's budget, ensuring prudent financial management and compliance with established procedures and regulatory requirements.
- **Procurement Governance:** Ensure that all procurement activities are conducted in accordance with applicable legislation and regulations, while promoting transparency, accountability, fairness, and stakeholder confidence.
- **Legislative Development and Implementation:** Lead and coordinate the drafting, enactment, and implementation of audit-related legislation, including the Audit Bill and Audit Act, to strengthen the institutional mandate and governance framework of the Office.
- **Policy Development and Implementation:** Drive the formulation, review, and implementation of policies that support the achievement of the Office's strategic objectives and enhance organizational effectiveness.

**Application procedure:**

- Candidates reaching the final stage of selection may undergo a vetting process.
- Applicants are strictly required to attach their academic records/ transcript to the applications.
- Shortlisted candidates may be required to undergo **Psychometric Test or a Practical Test**.

**Applications 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:** Ms. Joolokeni Hamunyela, Tel: 061-2858426 or Ms. Beatrice Mutonga, Tel: 061-2858219