

## OFFICE OF THE AUDITOR-GENERAL

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### DIRECTORATE: ACCRUAL BASED AUDIT

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

**2 x Posts:** Windhoek

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

#### Minimum Requirement

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

#### Additional Requirements

- Studying towards a professional course (ACCA/CTA)
- Valid driver's license will be added advantage.
- Previous Financial Audit Experience.

#### 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. The following conditions are attached to the post of Assistant Auditor Grade 8:
  - I. Not entitled to membership of the **Public Service Employee Medical Aid Scheme (PSEMAS)**.
  - II. Not entitled to be a member of the **Government Institutions Pension Fund (GIPF)**.

III. Eligible for membership with the **Social Security Commission (SSC)**.

IV. Eligible for two (2) days' Vacation Leave and two (3) days Sick Leave for each completed month of service.

- Successful candidates shall enter into a contractual agreement with the OAG before training commences.
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**APPLICATION PROCEDURE:**

- Applicants must be Namibian Citizens
- Candidates reaching the final stage of selection may undergo a vetting process
- 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, good standing letter from professional body and PAAB and identity document
- Applications not complying with the above may be disqualified

Applications for employment must be addressed to:

The Deputy Auditor-General  
Office of the Auditor-General  
Private Bag 13299  
Windhoek

OR

Be hand delivered at:  
The Office of the Auditor-General  
123 Robert Mugabe Avenue  
Windhoek

Any enquiries should be directed to: **Ms. Beatrice Mutonga; [Tel: 061-2858219](tel:061-2858219)** or **Ms. Joolokeni Hamunyela, [Tel: 061-2858426](tel:061-2858426)**