

## OFFICE OF THE AUDITOR-GENERAL

### DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDITS

**Post Designation** : Chief Auditor Grade 6  
**1 x Post** : Windhoek  
**Salary Scale** : N\$ 328, 139 - N\$ 392,158  
**Housing Allowance** : N\$ 13, 080 per annum  
**Transport Allowance** : N\$ 7,680 per annum

#### Minimum Requirements:

An appropriate B. Degree qualification at NQF L7 plus Six (6) years of experience in the Auditing field of which three (3) years should be Auditor/ Senior Auditor level.

#### Additional Requirements

Full membership in a professional body i.e. ICAN, ACCA or CIPA will be added advantage. A Valid Driver's license will be an added advantage and candidate should be prepared to work for long hours and travel extensively.

#### Key performance areas:

- Responsible for the overall supervision of the sub-division on a daily basis to ensure proper performance of work.
- Responsible to lead an audit subdivision and to oversee the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies by the agreed deadline.
- Contribute to the development and implementation of the OAG's professional, training and administrative policies, as well as the strategic plan within their respective subdivisions.
- Delegate and assign responsibilities to audit team in accordance with the approved annual sub-divisional plan.
- Ensure for each assigned audit, through review that documents in the Audit File are organized, referenced and cross referenced in accordance with OAG standards and methodology on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
- Review draft audit report and relevant working papers prepared by the audit team on the basis of audit evidence obtained and thereafter, submit these to the Deputy Director on or before the agreed deadlines.
- Give on the job training, guidance and feedback to the audit team as considered necessary.

### DIRECTORATE: PERFORMANCE AND ENVIRONMENTAL AUDIT

**Post Designation** : Assistant Auditor Grade 8 (Trainee)  
**1 x Post** : Windhoek  
**Salary Scale** : N\$ 220,828 (Fixed)

**Minimum Requirement:** An appropriate B. Degree qualification at NQF L7.

**Additional Requirements:** A Valid Driver's license will be an added advantage.

#### Key performance areas:

- Responsible for the compilation and submission of work plans, the execution of audits and the reporting thereon.
- Keep abreast with the auditing standards, policies and procedures and take responsibility of self-development.

- In the absence of the Chief Auditor, the Auditor should be able to lead an audit subdivision and to oversee the planning, execution and completion of assigned audits in accordance with the OAG's auditing standards and methodologies by the agreed deadline.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Prepare audit files and ensure that they are organized in accordance with OAG standards and methodology on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
- Prepare draft audit report on the basis of relevant, reliable and sufficient audit evidence obtained and thereafter submit to the supervisors on or before the agreed deadline
- Participate in briefing and debriefing meetings with clients, ensure that all difficult issues arising from the audit are resolved amicably and maintain good working relationship with the clients.
- Document audit evidence, conclusions and recommendations in the Audit File, in accordance with the Audit Standards and methodologies adopted by the OAG.

### **DIRECTORATE: ACCRUAL BASED AUDITS**

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

**1 x Post** : Windhoek

**Salary Scale** : N\$ 220, 828 (Fixed)

**Minimum Requirement:** An appropriate B. Degree qualification at NQF L7.

**Additional Requirements:** A Valid Driver's license will be an added advantage.

**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.

**DIRECTORATE: ADMINISTRATION  
DIVISION: FINANCE AND GENERAL SERVICES**

**Post Designation** : Accountant Grade 8  
**1 x Post** : Windhoek  
**Salary Scale** : N\$220, 828 – N\$263, 911  
**Housing Allowance** : N\$ 13, 080 per annum  
**Transport Allowance** : N\$ 7, 680 per annum

**Minimum Requirement:** An appropriate Diploma at NQF Level 6 majoring in Accounting.

**Additional Requirements:**

Three (3) years appropriate experience and Knowledge of Integrated Financial Management System (IFMS) will be an added advantage.

**Key performance areas:**

- Reconciliation of the suspense accounts
- Maintaining and verifying Accounting Data
- Oversee the implementation of DSA, payroll and accounts payable
- Daily updates of the commitment register.

**DIVISION: FINANCE AND GENERAL SERVICES  
SUB-DIVISION: MAINTANANCE**

**Post Designation** : Artisan Foreman Grade 9 (Multi)  
**1 x Post** : Windhoek  
**Salary Scale** : N\$ 180, 505 x P- N\$216, 499  
**Housing Allowance** : N\$ 10, 464 per annum  
**Transport Allowance** : N\$ 7,680 per annum

**Minimum Requirements:** Completed apprenticeship or A Trade Diploma issued in terms of existing legislation plus six (6) years appropriate experience.

**Supplementary Requirement**

A Valid Driver's license will be an added advantage.

**Key performance areas:**

- Provide input and draw up and defend the annual maintenance plan and budget for the unit.
- Draw up the quarterly maintenance schedule for the unit and report on progress.
- Receive unscheduled requests for maintenance and schedule these to the Artisans.
- Decide on whether work is to be completed in-house or to be contracted out.
- Recommend and advise on work to be contracted out to the supervisor/management.
- Calculate bills of quantities and organize jobs.
- Allocate work to an Artisan and team.
- Arrange and allocate construction or maintenance equipment.
- Obtain quotations or provide input to tenders for materials as per financial delegations.
- Evaluate quotes and tenders and make recommendations to the supervisor/management.

- Recommend payments and purchase of materials.
- Manage and control allocated materials, equipment and the maintenance of GRN infrastructure.
- Investigate and submit reports for accidents and losses incurred within the sub-division
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**APPLICATION PROCEDURE:**

Legible applications must be made on form 156043 and 156094 accompanied by curriculum vitae and certified copies of the following documents: certificates of service, qualifications, academic records, identity card, evaluation of qualification from NQA in case of foreign qualification, and confirmation of probation for applicants working in Public Service. Shortlisted candidates may be required to undergo Psychometric Test. Applications not complying with the above may be disqualified.  
NB: 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

Any enquiries should be directed to: **Ms. Joolokeni Hamunyela; Tel: 061-285 8426** or **Ms. Beatrice Mutonga; Tel: 061-285 8219**