

MINISTRY OF FISHERIES AND MARINE RESOURCES

OFFICE OF THE EXECUTIVE DIRECTOR

SECTION: INTERNAL AUDIT

Post Designation	:	Internal Auditor Grade 8
1xPost	:	Windhoek
Salary scale	:	N\$227,453 XP N\$271,828
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum

Appointment requirements: An appropriate B. Degree or equivalent qualification in Auditing, Auditing and Finance or Accounting and Finance on NQF Level 7 plus three (3) years of appropriate experience in the Auditing Field.

Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance and Public Enterprises on advice of the Deputy Director: Internal Auditing of the Ministry of Finance and Public Enterprises.

Additional requirements: Candidate must have a high degree competency in the use of computer, and be in possession of a valid (B) driver's License.

Key responsibilities:

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Conduct audit on various financial and non- financial systems of the Ministry.
- Prepare audit reports and submit to the Executive Director and the Financial Advisor on time.
- Prepare draft management letters on the basis of audit evidence and submit these to the Executive Director through the Financial Advisor on or before the agreed deadlines.
- Report work progress and submit them on time on a monthly basis.
- Prepare and submit annual work plans and audit programme for approval
- Report and advice the Executive Director and the Financial Advisor any aspect of irregularities.
- Plan, implement, monitor and upgrade security measures for the protection of data, systems and networks of the Ministry
- Gather background and contextual information relevant to the audit area.
- Compile an audit plan/ programme as per audit procedures.
- Execute audit steps as per the audit programme.
- Coordinate the establishment of the Audit Committee
- Serve as a secretary to the Audit Committee
- Coordinate the development of risk register
- Prepare audit reports for review.
- Present findings (results) of any audit carried out to Management after consultation with the Executive Director and the Financial Advisor.
- Perform follow up and ad hoc audits when required.
- Maintain good relations with the Auditee before, during and after the audit in order to ensure client satisfaction.
- Attend Management and Audit Committee meetings and other external organization meetings as well as local and international conferences when required and submit reports to the Executive Director.
- Develop and cross reference the working papers for all audits.
- Carry out any other audit related tasks as delegated.

Enquiries: Ms. Selma Angula, Tel: 061 205 3053 / Ms. Hilma Namwandji, Tel: 061 205 3019.

PSM CIRCULAR NO. A OF 2024, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 18 JANUARY 2024, CLOSING DATE 19 FEBRUARY 2024

PLEASE NOTE:

- Applicants must be Namibian citizens.
- Applications must be submitted on the form 156043 obtainable from any Public Service Office and should be accompanied by **original certified** copies of qualifications, Transcript of Academic record, ID document together with comprehensive Curriculum Vitae.
- All foreign qualifications must be evaluated by the Namibian Qualification Authority and only shortlisted candidates will be contacted and no personal documents will be returned. No scanned, faxed, email, copy out of a certified copy will be accepted.
- Failure to complete all items or sections of the application form for employment and not attaching the necessary documents will disqualify the application.
- **Previously racially disadvantaged persons, women and people with disabilities who meet the above requirements are encouraged to apply.**
- **Applicants must attach proof of confirmation of probation to their application forms.**

Applications should be addressed to:

**The Executive Director
Ministry of Fisheries and Marine Resources
Private Bag 13355
WINDHOEK**

OR

**Hand delivery to:
Human Resources Office, Ground Floor, Room 012
Block C Brendan Simbwaye Square Cnr Uhland, Goethe Street,
Ministry of Fisheries and Marine Resources**
