

## MANAGEMENT CADRE

### OFFICE OF THE AUDITOR-GENERAL

#### DIRECTORATE: CASH BASED AUDITS

<b>Post designation</b>	:	Deputy Director Grade 4
<b>1xPost</b>	:	Windhoek
<b>Salary scale</b>	:	N\$517,195 – N\$ 543,728
<b>Motor Vehicle Allowance</b>	:	
<b>Capital costs</b>	:	N\$ 83,106.00 per annum
<b>Running costs</b>	:	N\$27,811.00 per annum
<b>Total Allowance</b>	:	N\$110,917.00 per annum
<b>Housing Benefit</b>	:	N\$121,560.00 per annum

**Minimum Requirements** An appropriate B. Degree at NQF Level 7 plus nine (9) years appropriate experience.

#### **Additional Requirements**

- Signed off or Completed Articles;
- Experience as a Trainer/ Facilitator
- Driver's License will be an added advantage.

#### **Key performance areas**

- Responsible for planning, supervising, controlling, monitoring, coordinating and directing the division.
- Partake in the formulation of the OAG's strategic plan and ensures that the directorate's Annual Overall Audit Plan is implemented.
- Prepare/participate in the preparation of the Annual Overall Audit Plan for the division.
- Ensure timely dispatch of management letters to audit clients at appropriate stages of the audit and ensure management letter on each audit is issued based on the approved audit plan.
- Ensure that the OAG's work is performed to the highest standards and contribute significantly to the attainment of the OAG's mandate.
- Ensure that the division has the necessary resources and support required to carry out its activities.
- Ensure that the division executes its functions in accordance with the standards and methodology as adopted by the OAG.
- Supervise, review, monitor, and approve/recommend audits and other projects being performed by the Audit teams.
- Attend engagement and exit meetings with Audit teams.
- Provide mentoring and coaching to staff members of the division as well as performance feedback.
- Provide support to the Public Accounts Committee (PAC) and assist during reviews, public hearings, training and meetings.

**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.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- 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 Ms. Beatrice Mutonga; Tel: 061-2858219

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