



EXTERNAL VACANCY

The **Namibia Airports Company** is a wholly State-owned company established in terms of the NAC Act (Act no. 25 of 1998) and governed by the Public Enterprises Governance Act (Act no.1 of 2019) and Companies Act (Act no.28 of 2004), to undertake the operations, management, and control of certain aerodromes in Namibia, and to provide for incidental matters.

**POSITION: INTERNAL AUDITOR
DEPARTMENT: OFFICE OF THE CEO
JOB GRADE D1**

Duty Station	Head Office
Direct Supervisor	Head: Internal Audit
Primary Purpose	<p>To carry out appraisal of the organisation's operations and system of control and monitor implementation of agreed action plans under the direction of the Head: Internal Audit.</p> <p>To ensure that the Internal Audit function provides an independent and objective assurance, consulting services, designed to add value and improve the company's operations, effectiveness of governance, risk management and internal controls environment.</p>
Field of Experience	Working Experience in Auditing, IT Audit, Accounting, Finance or the equivalent combination of the required education.

Minimum Qualifications and Experience	<p>Bachelor's Degree (NQF level 7) in Auditing, or Accounting, and or Finance with a minimum of at least 4 years' experience in internal audit, IT audit and risk management work.</p> <p style="text-align: center;">OR</p> <p>Diploma (NQF Level 6) in Auditing, or Accounting, and or Finance with a minimum of at least 5 years' internal audit and risk management work experience.</p> <p>Valid Driver's License</p>
Added Advantage	A member of the Institute of Internal Auditors or Relevant professional body and or CIA certification
Key Performance Areas	<ul style="list-style-type: none"> • Planning Audit Reviews • Internal Audit Management • Internal Audit Compliance and Assurance Framework • Preparation of Audit Report • Loading of Audit Findings into Internal Audit Tracker and Performing Follow – Up Reviews • Forensic Investigations and Services Effectiveness • Ad hoc Audits and Internal Audit Problem Solving Services Effectiveness • Management Information Audit process (IT Audit) • Administration • QMS & SMS
Competencies / Skills	<ul style="list-style-type: none"> • Know the NAC Act, relevant national laws, regulations, King IV governance structures, Institute of Internal Auditors (IIA) standards, IIA practice advisory, IIA code of ethics, delegation frameworks, company strategy, policies and procedures, standard operating procedures and practices. • A good understanding of risk management principles and techniques. • Sound knowledge of internal audit frameworks and auditing skills. • Ability to coordinate and manage a complex workload and work on tight deadlines. • A good knowledge of Microsoft Suite (Excel, Word, Powerpoint). • Able to write and present formal reports on highly complex internal audit matters. • Sound knowledge of the NAMCODE, King III and IV. • Ability to apply audit standards through practical application of risk and control concepts.

	<ul style="list-style-type: none"> • Able to define problems, collect data, establish facts, and draw valid conclusions and effectively present information to top management, the Board of Directors and public groups. • A good understanding of the aviation industry. • Have a high degree of knowledge and understanding of the internal audit, compliance and risk functions, which will allow for well informed decisions and an understanding of the implications of those decisions. • Able to think creatively and have a vision beyond the immediate work and explore and integrate diverse perspectives.
Enquiries relating to job content should be directed to:	The Human Resources Department @ Tel: 061 295 5049/5031

For the applications to be valid, a submission must be made no later than the 23rd May 2025 and should comprise of the following:

- Cover letter,
- An up-to-date curriculum vitae (including career path to date) with at least two professional references,
- certified copies of the academic qualifications, identity documents and all other supporting documents required and submitted (**not older than 6 months**)

NB: Qualifications obtained from non-Namibian institutions must be accompanied by NQA evaluation.

Designated persons as defined in the Affirmative Action (Employment Act, Act No.29 of 1998) are encouraged to apply.

Documents should be submitted to:

***The Human Resources Department
Division: Resourcing & Relations
Namibia Airports Company
3rd Floor, Sanlam Centre
145 Independence Avenue***

*E-mail and faxed applications will not be considered.
Only short-listed candidates will be contacted.
No documents will be returned to candidates.*