

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION

DIVISION: INFORMATION TECHNOLOGY

SUB-DIVISION: INFORMATION TECHNOLOGY AUDIT SUPPORT

Post Designation	:	Senior System Administrator Grade 7
1x Post	:	Windhoek
Salary Scale	:	N\$ 302, 890 - N\$ 347, 926 (P)
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10 512 per annum

Minimum Requirement: A B-Degree qualification in Information Technology or Business Computing qualification or equivalent qualification at NQF Level 7 plus four (4) years of appropriate experience in Systems Administration or Related field.

Added Advantage

- Experience in Computer Aided Audit tools (CAATS), e.g. SPSS, IDEA, and CASEWARE.

Key performance areas:

- Implementation of Audit systems and Computer Aided Audit Tools (CAAT).
- Assist audit staff in the collection and analysing of financial data from Government financial systems.
- Manage all aspects of the Audit systems.
- Responsible for system and software security.
- Troubleshooting and maintenance of the Audit systems.
- Testing and implementation of IT policies, strategies and Disaster Recovery Policy.
- Liaise on issues regarding software licensing and acquisition of hardware and software.
- Analysing and implementing control measures to ensure data security.
- Assist in coordinating installations, upgrades or enhancements to Audit systems.
- Advises on and implement system enhancements.
- Integrate Active Directory with Audit systems.
- Rendering advice on the acquisition of computer equipment.
- Assist in managing maintenance contracts with suppliers and 3rd party service providers.
- Recommend major IT infrastructure projects.

SUBDIVISION: ICT INFRASTRUCTURE, SYSTEMS ADMINISTRATION AND SUPPORT SERVICES

Post Designation	:	Computer Technician Grade 11
1 x Post	:	Windhoek
Salary Scale	:	N\$ 150,126 - N\$ 169, 472 (P)
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirement: A National Diploma or equivalent qualification in Information Technology at NQF Level 6.

Key performance areas

- Set up hardware and install and configure software and drivers.
 - Perform preventative maintenance, diagnosis of machine problems and repair technological equipment (e.g. routers) or peripheral devices.
 - Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.).
 - Manage security options and software in computers and networks to maintain privacy and protection from attacks.
 - Perform regular upgrades to ensure systems remain updated.
 - Troubleshoot system failures or bugs and provide solutions to restore functionality.
 - Arrange maintenance sessions to discover and mend inefficiencies.
 - Keep records of repairs and fixes for future reference.
 - Offer timely technical support and teach users how to utilize computers correctly.
 - Operating and monitoring computer equipment.
 - Reporting of hardware and software problems to the Chief Systems Administrator.
 - Perform the activities of the EDRMS within the division.
 - Implements planned activities as on the indicated performance agreement.
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DIRECTORATE: ACCRUAL BASED AUDITS

Post Designation	:	Assistant Auditor Grade 8 (Trainee)
3xPosts	:	Windhoek
Salary Scale	:	N\$ 238, 825 (Fixed)

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

Added advantages

- Studying towards a professional course (ACCA/CTA)
- Valid driver's license

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.

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**

PSM CIRCULAR NO.G OF 2024, VANACIES IN THE PUBLIC SERVICE, ADVERTISED 18 AUGUST 2025, CLOSING DATE 12 SEPTEMBER 2025

**Windhoek
Namibia**

OR

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

Enquire: Mrs. Joolokeni Hamunyela; Tel: 061-285 8426 or Ms. Beatrice Mutonga; Tel: 061-2858219
