

Role Title:	Internal Auditor	Department:	Office of the CEO
Name:		Duration:	
Division:	Office of the CEO	Position Type:	Permanent
Travel Required:	Yes	Location:	Windhoek
Immediate Supervisor:	Chief Executive Officer		

Role Purpose:

Provides strategic direction, manage, and execute the Internal Audit Activity, coordinate specific processes to support the implementation and execution of the Audit Plan, monitoring compliance, preparing and presenting audit findings and recommendations, and providing assurance of compliance with statutory requirements, policies and procedures in line with IIA Standards and the organisation's policies and procedures. Performs financial, operational, system and process audits of the NIPDB's functions and outsourced operations and reports on the adequacy, or otherwise, of the internal controls as a contribution to the proper economic, efficient and effective use of resources.

Responsibilities:

- 1. Annual Audit Plan**
 - Develop and manage a flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the CEO and relevant audit committee for their review and approval.
 - Implement the annual audit plan, as approved including, as appropriate, any special tasks or projects requested by management and the audit committee.
 - Report periodically on the status and results of the audit plan and the adequacy of resources allotted to the function.
 - Establish, manage and promote the standing of the Internal Audit Activity (IAA).
- 2. Internal Audit policies and procedures developed and maintained**
 - Develop and maintain Internal Audit (IA) policies and procedures in compliance with relevant legislation, Institute of Internal Auditors (IIA) standards and other guidance.
 - Undertake financial, operational, administrative and information technology audits, for NIPDB programs and projects.
- 3. Internal control measures**
 - Determine whether the risk management, control, and governance processes within NIPDB, as designed and represented by management, are adequate and functioning.
 - Undertake review of systems of internal controls maintained by the NIPDB to safeguard financial and physical assets and make recommendations to correct any control weaknesses.

4. Strategic and operational (annual) risk based internal audit plans developed and maintained

- Appropriate strategic and annual audit risk-based plans are developed, maintained and approved that identify potential consulting engagements and comply with IIA standards and relevant legislative requirements and strengthen NIPDB's governance function.
- Provide consulting and advisory services, beyond internal auditing assurance services, to assist management in meeting its objectives; and, maintain a quality assurance program by which the function assures the operation of internal auditing activities.

5. Audits & reviews

- The outcome of the audit is effectively reviewed, in respect of; objectives, quality, completeness and feedback, in accordance with IIA Standards and the Company's IA policies and procedures.
- Liaise with the external auditors as appropriate, for the purpose of providing optimal audit coverage of NIPDB.
- Review and report to management on significant issues related to the processes for controlling the activities of the NIPDB, including potential improvements to those processes.
- Carry out special audits and investigations as may be required by the audit committee and/ or management in case fraudulent activity is suspected.
- Carry out value for money audits to ensure that resources are acquired economically, used efficiently, deployed effectively and adequately protected; in achieving plans and objectives in operations, programs and program support.
- Review the implementation of internal audit findings and ensure that the findings are addressed by the organisation.

6. Engagement Plan

- Develop the engagement plan in line with the IIA Standards and the NIPDB's IA policies and procedures, that; - is consistent with the annual audit plan, specifies the client environment, defines the scope and objectives of the audit, and specifies the resource requirements, draft work programme.
- Manage and review the internal audit engagement outcome.

7. Quarterly IA Report

- Prepare and present the quarterly IA report to the Audit Committee / Executive Board/ Advisory Board.
- The audit process is comprehensively evaluated in order to produce quarterly IA reports for the oversight committee, that include; the annual IA plan progress, - amendments to the plan, significant findings and recommendations, and - other relevant matters for discussions.

Qualifications and Education Requirements	Required Competencies/Skills
<ul style="list-style-type: none"> ● Seven (7) years work experience as an Internal and Risk Auditor, with four (4) years at managerial level. Bachelor's degree in Accounting, Finance, Business Administration or related subject. ● Knowledge of accounting packages such as SAGE, Pastel, QuickBooks etc. ● Thorough understanding of International Financial Reporting Standards and various regional statutory requirements and their application ● Must be in possession of an internationally recognized Professional Accounting Qualifications (CIA, CPA, ACA, CIPFA, CIMA or its equivalent, Certified Quality Auditor (CQA), Registrar Accreditation Board (RAB) etc. ● Membership with the Institute of Internal Auditors. 	<ul style="list-style-type: none"> ● Internal audit concepts, frameworks and methodologies, principles and practice. ● King Report on Corporate governance (including King IV). ● Namcode. ● Have strong interpersonal and communication skills including report writing. ● Have an excellent command of the English language. ● Have outstanding organisational skills. ● Be able to work to tight deadlines and manage several projects at any one time. ● Be discreet and tactful. ● Have a diplomatic approach. ● Keep up to date with changing legislation and best practice. ● Ability to maintain high standards of integrity and act in line with the Global Internal Auditing Code of Ethics. ● Establish straightforward, productive relationships. ● Treating individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences.

Internal/External Stakeholders:			
Interaction is at different levels within the organisation in line with responsibilities of the role.			
Reviewed By (HR):		Date:	
Approved By (Line Manager):		Date:	
Incumbent Signature:		Date:	