

JOB DESCRIPTION

Job Title:	Graduate: Junior Internal Auditor	Department:	CEO
Employee Name:		Division:	
Job Category:		Job Grade	
Travel Required:		Position Type:	Graduate
Location:	Windhoek	Subordinates:	No
Immediate Supervisor	Internal Auditor		
Role Purpose:			
<p>The Junior Internal Auditor (Apprentice) will support the Internal Audit Department by assisting senior auditors in conducting internal audits and other related tasks. This position is designed to provide practical experience and foundational knowledge in the field of internal auditing. The apprentice will gain exposure to various aspects of auditing processes, risk management, and internal controls within the organization.</p>			
Role and Responsibilities:			
Key Responsibilities:			
<ul style="list-style-type: none"> ● Audit Assistance: Assist senior auditor in planning, conducting, and documenting internal audits. ● Data Collection: Gather, compile, and analyze data to support audit activities. ● Documentation: Prepare and maintain accurate and complete audit work papers and documentation. ● Testing: Perform basic audit testing procedures, including evaluating the effectiveness of internal controls, risk management and governance. ● Reporting: Assist in drafting audit reports, including findings and recommendations. ● Compliance: Support the team in ensuring compliance with established internal audit methodologies and standards. ● Follow-Up: Help track the implementation of audit recommendations and monitor progress. ● Communication: Communicate audit issues and findings clearly and concisely to the internal auditor and stakeholders. ● Ad-Hoc Tasks: Perform other duties as assigned by the Internal Auditor. 			
Qualifications, Experience and Education Requirements		Skills and Competencies:	
<ul style="list-style-type: none"> ● Recently completed a degree in Internal Auditing, Accounting, Finance, Data Analytics, IT or a related field. ● Previous internship or related experience in accounting or auditing is a plus but not required. 		<ul style="list-style-type: none"> ● Basic understanding of internal audit standards, accounting principles and other related areas. ● Strong analytical and problem-solving skills. ● Excellent written and verbal communication skills. ● Proficiency in Microsoft Office Suite/Google Workspace (Excel, Word, PowerPoint). ● High level of integrity, professionalism, and attention to detail. ● Ability to work independently and as part of 	

a team.

Key Competencies:

- **Analytical Thinking:** Ability to analyze information and identify key issues.
- **Attention to Detail:** Ensures accuracy and thoroughness in audit processes.
- **Communication:** Effectively communicates findings and recommendations.
- **Learning Orientation:** Willingness to learn and develop new skills.
- **Teamwork:** Works well with others in a collaborative environment.

Professional Development: The Junior Internal Auditor (Apprentice) will have opportunities to participate in training sessions, professional development courses, and on-the-job learning experiences.