



nampost®

**Vision: A Modern, Vibrant, Customer Centric Company
that delivers value for its stakeholders.**

Vacancy – Inspectorate & Investigation Supervisor

Section: Inspectorate & Investigation

Department: Internal Audit

Office: Windhoek

Primary purpose of position

To coordinate the implementation of an effective fraud risk management framework appropriate to NamPost to optimally prevent, detect and investigate fraud, theft, corruption, maladministration and financial crime through the use of appropriate preventive and responsive fraud risk management controls. To coordinate the awareness of specific audit and fraud prevention practices in order to assist in developing a barrier against fraud type incidents. To assist the executive in the administration and development of the division in terms of institutionalizing practices and processes in this area.

Main Responsibilities

- Coordinates the implementation & review of audit / investigation methods and processes.
- Coordinates the fraud Management Programme & Framework Inputs & Implementations.
- Coordinates Fraud Investigation, Monitoring & Reporting.
- Assist with Fraud Awareness.
- Fraud Audit Administration & Support Services.
- Staff supervision.

Educational and experience requirements

A bachelor's degree in Fraud Investigation, Risk Management, or a related field.

4 years' working experience in a risk, investigations, audit, or banking environment of which 2 years should have been at supervisory level.

A professional certification in Fraud investigation or audit will be a distinct advantage.

Police investigative experience will be an added advantage.

Skills and Knowledge requirements

- Analytical skills with an emphasis on systems analysis, investigative, numerical.
- Knowledge of risk management, internal controls, and governance activities.
- Knowledge of risk – based audit and investigation methods.
- Computer literacy.

- Knowledge of ERP systems.
- Probability and risk analysis techniques.
- Proficient in written and spoken English.
- Report writing skills.

Other

- Valide Code BE Drivers Licence

Closing Date: 31 October 2024

Candidates who comply with the above criteria and competency areas should register on NamPost's HR Recruitment Portal on the NamPost website (www.nampost.com.na).

The documents that need to be uploaded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.

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