



nampost®

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

Vacancy – Internal Auditor

Section: Internal Audit

Department: Internal Audit

Office: Windhoek

Primary purpose of position

Examine and evaluate the adequacy, effectiveness and efficiency of the organisation's internal control systems and procedures and recommend corrective actions to improve operations, enhance internal controls and reduce costs where possible. To provide input into the compilation of the annual audit plan.

Main Responsibilities

- Audit planning/Design
- Conducting the Audit
- Reporting
- Compilation of Annual Audit Plan.
- Stakeholder Management
- General Office Administration

Educational and experience requirements

Accounting/Auditing Degree with 3 years' experience. Completed articles will be an added advantage.

Experience in auditing/financial or risk management environments

Experience in postal, logistics and financial service industry will be an added advantage

Professional Internal Auditor/ Internal Audit Technician

Certification in Internal Audit will be an added advantage

Skills and Knowledge requirements

- Knowledge of the standards for professional practices of internal auditing
- Knowledge of ERP systems such as SAP etc.
- Knowledge of risk management, internal control, and governance activities
- Strong written and verbal communication skills.
- Analytical abilities, logical and conceptual thinking.
- Must be organised and attentive to detail.

- Leadership skills
- Interpersonal Skills
- Flexibility
- Report writing
- Objectivity
- Confidentiality dealing with sensitive matters

Other

Membership with the Institute of Internal Auditors will be an advantage

Driving licence Code BE

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.

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