

Internal Auditor x2

An Internal Auditor in Namibia is a key professional responsible for providing independent, objective assurance and consulting services designed to add value and improve an organization's operations. They help an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Internal auditors are crucial for ensuring compliance with local regulations like the Companies Act, and various industry-specific guidelines (e.g., from the Bank of Namibia, Namfisa). Be able to work across diverse sectors, including mining, fishing, public sector, banking, education (higher & vocational) and retail.

Key Responsibilities:

- **Risk Assessment:** Identify and assess areas of significant business risk within the organization.
- **Audit Planning:** Develop and execute a risk-based internal audit plan for the year.
- **Execution of Audits:** Perform and control the full audit cycle, including risk management, control management, and governance effectiveness.
- **Financial Audits:** Review the accuracy and reliability of financial records and statements.
- **Operational Audits:** Evaluate the efficiency and effectiveness of operational processes (e.g., procurement, logistics, HR).
- **Compliance Audits:** Ensure the organization complies with internal policies, as well as Namibian laws and regulations.
- **IT Audits:** Assess the controls surrounding the organization's information technology systems.
- **Reporting:** Prepare and present clear, concise, and comprehensive audit reports to management and the Audit Committee, detailing findings, risks, and recommended actions.
- **Follow-up:** Monitor management's responses and actions taken to address audit recommendations.
- **Fraud Investigation:** Assist in investigations of suspected fraudulent activities within the organization.
- **Advisory Role:** Act as an objective source of independent advice to ensure validity, legality, and goal achievement.

Work Environment:

Internal Auditor will be based out our Head Office in Windhoek, Namibia but may travel to different clients within Windhoek or the broader Namibia. Will interact with staff at all levels, from junior clerks to senior management and board members.

Bare Minimum Academic Qualifications

To be considered for an Internal Auditor role, the absolute minimum requirement is:

- **A Bachelor's Degree (NQF Level 7)** in a relevant field such as:
 - Accounting
 - Finance
 - Auditing
 - Business Administration (with a focus on Accounting/Finance)
- Internal audit and/or external audit work-experience 2-3 years.

Added Advantage: Professional Certification & Honours Degree (NQF Level 8)

While a degree is the entry ticket, **professional certification is the single biggest differentiator** for career advancement, higher salary, and credibility in the field. The most sought-after certifications to aid internal auditors are:

1. Certified Internal Auditor (CIA) - *The Global Gold Standard*

- **Offered by:** The Institute of Internal Auditors (IIA) Global.
- **Why it's an advantage:** This is the premier globally accepted certification for internal auditors. It demonstrates a deep understanding of the International Professional Practices Framework (IPPF) and a commitment to the highest standards of the profession. It is highly respected by employers in Namibia's banking, financial services, and multinational sectors.

2. Certified Information Systems Auditor (CISA) - *The IT Audit Specialist*

- **Offered by:** ISACA.
- **Why it's an advantage:** As businesses become more digital, expertise in IT controls and cybersecurity is in high demand. A CISA certification is a massive advantage, even for general internal auditors, and is essential for specializing in IT audit.

Summary of Career Progression

Role	Typical Requirements
Junior / Trainee Internal Auditor	Bachelor's Degree in Accounting/Finance.
Internal Auditor	Bachelor's/Honours Degree + 2-3 years of experience.