



VACANCY

Public Accountants' and Auditors' Board (PAAB)

The PAAB is a statutory body governing the public accounting and auditing profession in the Republic of Namibia. The legal Mandate of the Board, as derived from the establishing Act, PAA Act No.51 of 1951 as amended, is to regulate Public Accountants and Auditors in Namibia.

The Board has a vacancy for one (1) position:

MEMBERSHIP & TRAINING OFFICER

PURPOSE OF THE POSITION:

Administer the PAAB's training programme, manage training contracts and support PAAB training offices; Manage the PAAB membership database and membership related matters; Support and administer the PAAB's Audit Development Programme (ADP).

- ❖ Maintain membership database
- ❖ Oversee the handling of all membership administration and queries
- ❖ Perform the reporting function for the PAAB Quality Assurance process
- ❖ Communication and information sharing with members

KEY PERFORMANCE AREAS:

- ❖ Administer the PAAB training programme for Trainee Accountants & Auditors in Namibia
- ❖ Liaise with Training Offices regarding accreditation and re-accreditation of training offices
- ❖ Assist in facilitating projects related to the development of new and improved education, training and development standards and processes as well as development of related materials and documents
- ❖ Schedule ADP monitoring visits, including feedback sessions
- ❖ Maintain and update the ADP monitoring schedule
- ❖ Perform the secretariat functions for the Education and Audit Development Program (ADP) Committees
- ❖ Coordinate the six-monthly ADP reporting templates and follow up on non-submissions
- ❖ Assist with coordination and management of the assessment of portfolios of evidence, including panel members

KNOWLEDGE, SKILLS & ABILITIES:

- ❖ Knowledge of trainee accountants' training programme (CA and ACCA)
- ❖ Proficiency in creating and maintaining databases and ability to use MS Office
- ❖ Excellent administrative and organizing skills
- ❖ Excellent interpersonal skills and the ability to maintain high levels of confidentiality
- ❖ Excellent oral and written communications skills
- ❖ Ability to cope with conflict and confrontational situations
- ❖ Ability to meet deadlines
- ❖ Exercise independent initiative and judgment
- ❖ Knowledge of norms of courtesy and etiquette in relation with the public and co-workers

QUALIFICATIONS & EXPERIENCE

- ❖ A degree in Accounting or Administration or equivalent; CA / ACCA or Articles completed will be an advantage
- ❖ Four (4) years' experience in Accounting or administration environment with relevant training and development experience

Interested?

Please forward your letter of application with a detailed CV, accompanied by certified copies of academic qualification/s and identity documents for the attention of:

Head of Secretariat, PAAB, PO Box 11913, Windhoek. Physical Address: 123 Robert Mugabe Ave. 3rd floor, Auditor General Building OR by email to: hr@paab.com.na

Enquiries should be addressed to the Head of Secretariat, Mr. Zaa Nashandi, Tel 061-2858467 or hr@paab.com.na

The closing date is: Friday, 10 January 2020