

VACANCY

CHIEF: INTERNAL AUDIT AND RISKS AND INVESTIGATIONS, (PATERSON, D5)

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

Duty Station	WINDHOEK
Primary Purpose	To conduct audits according to the required standards, develop audit programs, manage corporate risks and promote innovative best practices and approaches in BIPA.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> • Honours Degree in Auditing, Finance, Risk Management or other related field (NQF Level 8) • Have at least eight (8) years of experience in Auditing or Risk Management in Private or Public Sector of which five (5) years should have been at supervisory level. • Membership to the IIA plus other relevant professional qualification in Internal Audit, Risk Management or Accounting i.e. CIA, CA, CRM, GCRM, CCM and experience in investigations will be advantage. • Driver's License Code B
Key Responsibilities	<ul style="list-style-type: none"> • Drafts and regularly reviews major policies and supporting procedures within the field of Internal Audit, and makes amendments and updates as required. • Monitors the effectiveness of audit strategy and procedures through feedback from users, comparisons with new developments in the field, and formal assessments. • Develop a Risk Based Internal Audit Plan to be approved by the CEO/FRAC. • Reviews the audit reports of all divisions / sections to ensure effectiveness of the audit process. • Provides the CEO with an overview of the organisation's adherence to rules, regulations and internal controls mechanisms. • Develop a combine assurance plan in consultation with the external auditors and other assurance providers. • Assesses the audit environment at least annually in order to reflect the most current strategies and direction of the organisation. • Oversee maintenance and review of the risk management and fraud prevention framework. • Performs ad hoc/special investigations for management, such as those required to discover mechanics of detected fraud and to develop controls for fraud prevention.
Competencies/Skills	Corporate Governance; Audit Strategy; Accounting; Fraud Management; Internal Audit Protocols; Financial Regulations and Operational Control Measures, Standards and Guidelines; Diligence; Report Writing; Accuracy; Problem Solving; Sound Judgment; Risk Management.

Detailed Curriculum Vitae, cover letter plus certified supporting documents should be hand-delivered at the BIPA Offices, PZN Building, Ruhr Street, Northern Industry Area / PO Box 185 Windhoek. Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-2994400

Closing date for all applications is 21 August 2020