

# VACANCIES

The Government Institutions Pension Fund (GIPF) invites suitable qualified persons to apply for the following positions:

## Chief Audit Executive (Five (5) Year Contract) Windhoek

Chief Audit Executive is a member of the Executive Management team and reports directly to the Audit Committee/ Chief Executive Officer.

### Purpose of the Position:

Direct the review of all internal, financial and operational control measures, procedures and policies to ensure compliance with established policies, laws and regulations and give assurance on the internal control, risk management and governance processes for a productive, efficient and cost effective GIPF.

### Key Performance Areas:

- Provide assurance on the internal control, risk management and governance processes for a productive, efficient and cost effective GIPF
- Develop and implement internal auditing standards Develop long and short-term audit plans
- Implement audit plans and programs as approved, and reflect changes as they occur in the audit plans
- Review the Enterprise-wide Risk Management (ERM) process
- Direct and verify safeguarding and existence of assets
- Direct the evaluation and assess new or changing processes, operations and control processes
- Liaise with internal and external stakeholders regarding auditable units and issues
- Direct advisory and related client service activities by conducting formal consulting engagements
- Direct systems reviews

### Job-related qualifications and experience

- A Master's degree in Internal Auditing, Accounting or a related field (NQA level 9)
- Certified Internal Auditor (CIA) or Chartered Accountant (CA)
- Minimum of Ten (10) years' experience in the Auditing field of which 5 (five) years should be on a managerial/ senior level
- Experience in the Financial Service Environment will be an added advantage.

### The incumbent should have the following knowledge, skills and attributes:

- Corporate governance
- Relevant acts, legislations & rules
- Policies, procedures and regulations
- Knowledge of detecting fraud and what constitutes fraud
- Interpersonal ability and diplomatic skills
- Independent worker and a team player
- Emotional and highly ethical standards
- Knowledge of internal audit models
- Problem and conflict resolution
- Combined assurance and integrated reporting

## Manager: Internal Audit Department: Internal Audit Reports to the Chief Audit Executive

### Purpose of the Position:

To manage the operational aspects of the Internal Audit functions and to assist the Chief Audit Executive in overseeing the Internal Audit function. To supervise the various Internal Auditors and to be responsible for the implementation of the Audit plan.

### Key Performance Areas:

- Authorise the audit plans submitted by the various Auditors.
- Review the outcomes of the investigations /audits of the various Auditors.
- Review the draft audit reports submitted by the Auditors.
- In liaison with Chief Audit Executive, develop policies and procedures for the unit
- Liaison with unit managers
- Develop and manage the departmental plans and budget

### Job-related qualifications and experience

- A Bachelor's Degree in Auditing or in an audit related field (NQA level 7)
- A Certified Internal Auditor (CIA) or a Chartered Accountant (CA)
- A minimum of seven (7) years' experience in the Auditing field

### The incumbent should have the following knowledge, skills and Attributes:

- Annual business plans and budget
- Audit reporting
- Budget and cash flow forecasts
- Business processes at GIPF
- Corporate Governance
- Financial and forensic auditing
- Financial and variance analysis
- Fraud Management
- GAAP

**GIPF is an equal opportunity employer and complies with the relevant Affirmative Action Legislation.**

**Interested applicants are encouraged to email their written applications, CVs and certified copies of their education qualifications to:**

#### Per Post:

The HR Manager: Recruitment, Remuneration & Employee Wellness, Human Resources Department, GIPF  
PO Box 23500, Windhoek

#### Per Hand:

The HR Manager: Recruitment, Remuneration & Employee Wellness, GIPF House Cnr. of Dr. Kenneth David Kaunda & Goethe Street Windhoek

**Only short-listed candidates will be contacted, and No documents will be returned. Candidates who are physically challenged and women are encouraged to apply.**

**Closing date: 20 May 2022**

