

VACANCY

INTERNAL AUDITOR/ COMPLIANCE OFFICER – GRADE C4

New Era Publication Corporation (NEPC) invites suitably qualified applicants for the position of **Internal Auditor/Compliance Officer**, Windhoek.

KEY PERFORMANCE AREAS:

- Conducts internal audits to assess the adequacy, effectiveness, and efficiency of the established internal controls and procedures
- Identifies key areas of risk within the NEPC and proposes appropriate controls to mitigate the risks
- Develop and maintain a proper compliance framework for the NEPC and monitor adherence to compliance obligations
- Provide Executive Management and the Board with a view of the entirety of the risk landscape
- Performs audit engagements in line with the approved audit plan
- Performs ad hoc/special investigations
- Keep abreast of changes in the regulatory environment

EDUCATIONAL REQUIREMENTS:

- Bachelor's Degree in Accounting or Auditing
- Five (5) years of relevant working experience

OTHER:

- Completed Articles will be an advantage
- Membership with the Institute of Internal Auditors will be an advantage
- Code BE Driver's License

COMPETENCY/SKILLS:

- Knowledge of the standards for professional practices of internal auditing
- 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

APPLICATION: Interested candidates meeting the requirements should submit their detailed CV and a copy of certified identity documents and qualifications to: recruitment@nepc.com.na.

DEADLINE:

- Not later than **13h00 on Tuesday, 17 January 2023**.
- Only short-listed candidates will be contacted.

No documents will be returned to candidates.

People from disanated groups are encouraged to apply.

