VACANCY

Position Title: Head Internal Audit and Risk Management

Job Grade: D3

About Namibian Standards Institution

The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005) and its mandate is further informed by the Metrology Act, 2022 (Act No. 5 of 2022). The NSI serves as Namibia's National Standards Body, National Metrology Institute, Legal Metrology Authority and Certification Body, with responsibility for coordinating standardisation, quality assurance and metrology activities. Its role is to support product and service quality, industrial efficiency and productivity, fair trade, consumer protection and Namibia's participation in regional and international trade. NSI is an equal opportunity employer.

Purpose of Position

The Head: Internal Audit and Risk Management provides independent, objective and risk-based assurance and advisory services to the Chief Executive Officer and the Finance, Risk and Audit Committee on the adequacy and effectiveness of governance, risk management and internal control systems. The position leads, resources and continuously improves the Internal Audit and Risk Management functions in accordance with the International Professional Practices Framework (IPPF), and builds organisational capability through effective oversight, policy and framework development, prudent resource and budget management, staff supervision and targeted assurance-related training that supports ethical conduct, accountability and the achievement of organisational objectives.

Required Education and Experience

A Degree in Auditing and Accounting (NQF Level 7), a Postgraduate Diploma/Honours in Risk Management/Internal Auditing (NQF Level 8). Six (6) years' relevant experience, of which at least three (3) years must be management experience. Completed articles will be an added advantage.

Special Requirements / Licences

Membership of the Institute of Internal Auditors; Certified Internal Auditor (Professional Certification); and a driver's licence valid for two (2) years.

Interested candidates are directed to visit:

www.transfocoaching.com.na for the full job specifications and guidance on how to apply and submit applications and relevant documents. Only shortlisted candidates will be contacted, and no documents will be returned.

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Job Specific Knowledge and Skills

- Knowledge of relevant Acts and regulations.
- Knowledge of SAP and BarnOwl.
- Knowledge of relevant standards, including IAS, IFRS, and NamCode.
- Knowledge of risk management and corporate governance frameworks.
- Analytical skills and logical reasoning ability.
- Managerial and communication skills.
- Assertiveness, conscientiousness, integrity and interpersonal skills.

Summary of Key Performance Areas

- Maintain functional reporting and internal audit independence through Finance, Risk and Audit Committee (FRAC), including escalation of unresolved high-risk matters to the Board.
- Draft, review and amend internal audit policies, procedures and Internal Audit Charter and identify systems required for effective controls and recommend changes where necessary.
- Develop the risk-based annual audit plan for approval, deliver the activities of the audit plan, and report findings to Executive Management and FRAC.
- Analyse audit trends to identify systemic issues, track corrective actions and oversee outsourced assurance activities.
- Oversee the maintenance and review of the risk management framework, assess the effectiveness of risk management structures and ensure that risk registers are up to date.
- Arrange risk assessment sessions, conduct awareness and information sessions of the risk management process, and provide training on risk management.
- Advise management on the implementation and improvement of operational systems and procedures and report on NSI's adherence to rules, regulations and internal controls.
- Perform, initiate and coordinate ad hoc and fraud-related investigations and outsource special investigations; develop fraud prevention controls and if required liaise with external auditors.
- Compile and supervise divisional budget, monitor expenditure and performance, take corrective action, accountable for budget discrepancies, and report regularly on variances.
- Manage staff performance, support Personal Development Plans, facilitate on-the-job coaching and appropriate training interventions.

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