

**Application Procedure:** An application should be made on (on form 156043) obtained at all Government Offices, attach a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application, Women are encouraged to apply.

Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

**Enquiries:** Mr Shikoyen Abraham, Deputy Director: Administration, Tel: +264 66 261 700

---

#### **SECTION: INTERNAL AUDIT**

<b>Post Designation</b>	:	Internal Auditor Grade 8
<b>1x Post</b>	:	Katima Mulilo
<b>Salary Scale</b>	:	N\$238,825 – N\$285,420
<b>Housing Allowance</b>	:	N\$17,424 per annum
<b>Transport Allowance</b>	:	N\$10,512 per annum

In addition, membership of pension fund is compulsory to which the employee contributes 7% of basic salary and the employer 16%, a 13<sup>th</sup> cheque in the birth month, optional membership to a generous medical aid scheme is available and various leave benefits under certain conditions.

**Appointment Requirements:** An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. Confirmation of probation is subject to issuing of a certificate of successful completion of the internal training course by the Executive Director: Ministry of Finance on the advice of the Deputy Director: Internal Auditing of the Ministry of Finance.

#### **Main Duties:**

- Apply audit standard procedures and techniques to ensure proven audit findings.
- Audit various financial and non-financial systems of the Regional Council.
- Conduct audits for the Regional Council.
- Prepare audit reports and submit to the Chief Internal Auditor on time.
- Advise the Chief Internal Auditor regarding any aspect of irregularities.
- Evaluate the adequacy and effectiveness of internal control measures.
- Conduct sensitization sessions for the Regional Council staff members.
- Verify the correctness of financial statements.
- Prepare draft management letters on the basis of audit evidence obtained and submit these to the Chief Regional Officer through the Chief Internal Auditor on or before agreed deadlines.
- Report work progress to the Chief Internal Auditor on a monthly basis.
- Prepare and submit annual work plans and audit programme to the Chief Internal Auditor for recommendations.
- Carry out any other official duties assigned from time to time.

Application Procedure : An application should be made on (on form 156043) obtained at all Government Offices, attach a comprehensive curriculum vitae and certified copies of educational qualifications, and academic transcripts and a letter of confirmation of probation.

Prospective applicants who do not meet the prescribed minimum qualification requirements as outlined above are advised not to apply. Only candidates who meet the prescribed qualification requirements will be considered for possible shortlisting.

Foreign qualifications should be accompanied by NQA evaluation report and be attached to the application form for employment. Failure to complete all items on the application form for employment and not attaching the necessary documents will lead to the disqualification of the application, Women are encouraged to apply.

Women and people with disabilities who are able to perform the required duties are strongly encouraged to apply.

Only shortlisted candidates will be contacted. No application forms for employment, CV and other supporting documents shall be returned to the applicants.

All applications on (form 156043) should be addressed to:

**The Chief Regional Officer  
Zambezi Regional Council  
Private Bag 5002  
Katima Mulilo**

**Enquiries:** Mr Sydney Mamili, Chief Internal Auditor, Tel: +264 66 261 700

---