

VACANCY



Environmental Investment Fund
of Namibia | ensuring sustainability

Position Title : Internal Auditor
Reports to : Chief Executive Officer
Office : Windhoek, Namibia

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites application from suitably qualified and experienced Namibian nationals to apply for the position of Internal Auditor.

Scope:

Reporting to the Chief Executive Officer and working closely with the Audit and Risk Committee, the position is responsible for conducting audits and carrying out/guiding audit processes throughout the Fund as per the Audit Plan and Policy.

Duties and Responsibilities:

1. Support the development of the internal audit charter and policy including annual audit plan, audit manuals and standard operating procedures for conducting audits across functions.
2. Design templates to conduct an effective audit across functions for areas including; lending, grants, operations, investments, capital adequacy, asset quality, financial accounting, data integrity, regulatory/compliance requirements, IT governance and security, breach of ethics etc.
3. Conduct the internal audit as per the annual plan individually or through the team or through a third party agency.
4. Prepare timely audit reports providing a clear articulation of residual risks.
5. Identify and implement, new auditing standards/regulations/trends and appropriate audit direction/methodology to continuously improve the audit framework for the Fund and provide regular inputs to other stakeholders.

Experience and Education

3.1 Experience:

- Minimum 5 years of relevant experience in a development finance institution or equivalent or regulated private/public sector financial institution with experience in internal audit.
- In-depth knowledge of operations, policies and procedures in the financial services industry and expertise on internal controls, risk management and audit techniques and frameworks.
- Familiarity with regulations and international best practices.
- Skills to plan, manage, and execute internal audit programs.
- Leadership and managerial skills in managing a diverse workforce.
- Strategic thinking, leading change, problem solving, communication, conflict management and resolution and interpersonal skills with resilience and drive in achieving objectives and goals.
- Valid Code B Drivers' License.

3.2 Education:

- Degree in Internal Auditing, Financial Accounting or Financial Management (essential) or equivalent in a relevant field from a reputed university or a professionally qualified accountant.
- Relevant certification/s from globally recognized certification agencies in the related field would be preferred.

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the EIF website, www.eif.org.na/documents/vacancies or through email request, recruitment@eif.org.na. All applications should comprise of a cover letter, recent CV and copies of qualifications.

All applications should be directed to:

Electronic delivery and queries:
Ms. Lizl Timbo
Head: Human Resources
Tel: +264 61 4317710
E-mail: recruitment@eif.org.na

Hand or postal delivery:

8933, Heinitzburg Heights,
c/o Heinitzburg & Burg Street,
Klein Windhoek
P.O Box 28157,
Auas Valley

Closing Date:

16:00, Thursday, 8 August 2019

Previously disadvantaged Namibians, women, disabled persons and the youth are encouraged to apply for this position. No documents will be returned and only shortlisted candidates will be contacted for interviews.