



WE ARE HIRING

Office of the Vice-Chancellor

Internal Auditor

The Internal Auditor will be responsible for conducting independent and objective audits of the University's financial and operational activities to ensure compliance with laws, regulations, and University policies. The Internal Auditor will report directly to the Vice-Chancellor.

Job Requirements and Competencies

- A Bachelor's degree in Accounting, Finance, Internal Audit or a related field. Professional certification as Chartered Accountant (CA), Certified Public Accountant (CPA), or other relevant certification.
- A minimum of 5 years of experience in internal auditing, of which 2 years must be on managerial level, preferably in a higher education setting.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

Key Performance Areas

The Internal Auditor carries the following responsibilities:

- Plan, conduct, and report on financial, operational, and compliance audits of the University's departments and programs.
- Identify and evaluate the University's risk areas and develop audit plans to address those risks.
- Review and evaluate the effectiveness of internal controls in place to mitigate risks.
- Communicate findings and recommendations to the University's management team and Audit and Risk Committee of Council.
- Follow up on the implementation of recommendations made in previous audits.
- Keep abreast of changes in laws, regulations, and best practices in the field of internal auditing.

Risk Officer

The Risk Officer is responsible for identifying, assessing, and managing risks associated with the University's operations. This includes developing and implementing risk management policies and procedures, conducting risk assessments, and working with department heads and other stakeholders to mitigate identified risks.

Job Requirements and Competencies

- A Bachelor's degree in risk management, business administration, or related field.
- A minimum of 3-5 years of experience in risk management or related field.
- Professional certifications such as Associate in Risk Management (ARM) or Certified in the Governance of Enterprise IT (CRM).
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Strong project management skills.
- Ability to work independently and in a team environment.
- Strong attention to detail.
- Ability to manage multiple tasks and prioritise effectively.
- Strong working knowledge of risk management principles and best practices.

Key Performance Areas

The Risk Officer carries the following responsibilities:

- Develop and implement risk management policies and procedures.
- Conduct risk assessments and identify potential areas of risk.
- Work with department heads and other stakeholders to develop and implement risk mitigation strategies.
- Monitor and evaluate the effectiveness of risk management strategies.
- Develop and deliver training on risk management to University staff and faculty.
- Keep abreast of current developments in risk management and ensure the University's policies and procedures are up to date.
- Coordinate with insurance providers to ensure adequate coverage for identified risks.

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EMPLOYEE VALUE PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

Closing Date:

15 FEBRUARY 2023

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, proof of qualifications as well as the names and full contact details (including e-mail addresses) of at least three credible work-related referees to:

Private Bag 13388, 13 Jackson Kaujeua Street, Windhoek, NAMIBIA.

Applications may be emailed to recruitment@nust.na On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.