



1. INTERNAL AUDITOR

The Internal Auditor will be responsible for the establishment and management of the internal controls within the SADC PF so as to mitigate risks, ensure efficient governance processes and monitor the efficient, effective, and economical accomplishment of the organisation's established goals and objectives.

The Internal Auditor will be required to perform, inter alia, the following:

- i.* Risk based audits which include, but not limited to, audits on the Financial, Human Resource and General Administration;
- ii.* Compliance Audits; and
- iii.* Performance Audits.

1.1. Educational Qualifications and Experience

- i.* A University Degree in Accountancy;
- ii.* Full Professional Accounting qualification with an internationally recognized accounting body such as ACCA, CIMA, or equivalent;
- iii.* Minimum of 5 years' experience in financial accounting, auditing or risk management;
- iv.* Experience in working in Public Sector, donor funded projects and international institutions will be an added advantage; and
- v.* Proven ability to prepare internal audit reports and to carry out effective monitoring and intervention when necessary.

1.2. SPECIFIC DUTIES AND RESPONSIBILITIES

- i. Appraise the economy, efficiency and effectiveness with which SADC PF resources are employed;
- ii. Review and appraise the adequacy and effectiveness of the internal control systems;
- iii. Establish systems that will ensure compliance with policies, plans, procedures, and statutory requirements;
- iv. Monitor the accomplishment of the SADC PF's established goals and objectives;
- v. Ensure the safeguarding of assets as appropriate and responsible for verifying the existence of all institutional assets;
- vi. Appraise the performance of donor funded Projects against relevant provisions in agreements with the funding agencies, ensuring compliance and the proper use of resources; and
- vii. Provide advisory recommendations to the Finance Sub Committee on all matters of financial and asset management, including for donor funded Projects.

2. Qualifying Countries

Due to the SADC Parliamentary Forum's Policy on equitable representation of Member Countries at the Secretariat, only nationals from the following countries qualify for both positions:

Lesotho, Malawi, Mozambique, Seychelles, Swaziland and Tanzania.

3. Duty Station

SADC Parliamentary Forum Headquarters, Windhoek, Namibia.

4. Mode of Applications

Applicants should submit an application letter, a detailed Curriculum Vitae and certified copies of relevant certificates to their National Parliaments.

5. Equal Opportunity

SADC PF is an equal opportunity employer and is committed to promoting gender equality within its Secretariat. Women candidates are, therefore, strongly encouraged to apply.

6. Deadline

Applications should reach the National Parliament not later than 22 September 2017.