



# Kalahari Holdings (Pty) Limited

## Vacancy: Chief Internal Auditor

Kalahari Holdings (Pty) Limited is a diverse and dynamic company actively participating in the socio-economic development of Namibia through investing in sustainable development projects in the primary, secondary and tertiary industries. It was established in 1989 in terms of Companies Act, 1973 (as amended), with the company's ownership retained exclusively by the SWAPO Party of Namibia. The company invites suitably qualified and experienced Namibians to apply for the position: **Chief Internal Auditor**.

The successful candidate will lead the Internal Audit function of Kalahari Holdings and its subsidiaries and to provide independent and objective assurance, consulting services, evaluation, analysis and appraisals designed to add value and improve the group of companies' operations and effectiveness of governance, risk management and internal controls.

### Key Performance Areas: Strategic And Operational Planning, Alignment And Execution

- Develop, implement and regularly review internal audit policies, procedures and controls in respect of new initiatives or changing systems to mitigate future risks in the group.
- Develop and recommend the Internal Audit Charter to the Audit Committee in line with the institute of internal auditors' standards.
- Develop and implement a quality assurance and improvement programme (QAIP) for the internal audit function.
- Develop a fit for purpose internal audit strategy that support the company and its subsidiaries objectives and core businesses in consultation with the group Boards and Audit Committee.
- Design and implement comprehensive annual risk-based internal audit work programs and plans setting out the audit scope, nature and timelines.
- Apply a risk based audit philosophy to review the organisation and its subsidiaries systems and control mechanisms through identification of business and operations areas that carry key/high risk within the group and recommend adequate mitigating controls.
- Ensure that internal audit frameworks are

able to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures.

### Internal Audit Management

- Review the accuracy, relevance and timelines of all business and operational reports and information provided by management.
- Conduct internal audit engagements for all required business units and assess the adequacy, effectiveness and efficiency of the established controls.
- Ensure that all audit engagements are conducted timely and in line with the agreed and approved audit plan.
- Ensure that audit findings and conclusions are based on a complete understanding of the business processes, circumstances and risks.
- Draft and prepare audit finding reports in accordance with professional Institute of Internal Audit Standards and best practices.
- Conduct close out meetings, communicate, report findings, and audit recommendations to business executives and report significant issues in a constructive manner.
- Prepare and present the company and its subsidiaries internal audit reports to the Audit Committee and the group Boards on a quarterly basis.
- Provide senior management and the Audit Committee with an opinion on the adequacy, effectiveness and efficiency of the internal controls and systems of the company and its subsidiaries.
- Document and consolidate management responses and proposed mitigating action plans to address issues arising from the audit findings.
- Monitor the timely implementation of the relevant solutions and mitigating actions recommended in the audit reports.
- Perform follow-ups to ensure that management progress actions are executed and or escalated within the agreed timelines.
- Coordinate the activities of the Internal Audit function with external and internal experts and stakeholders.
- Perform ad-hock audits and investigations when required and provide professional advice and associated reports.

### Internal Audit Compliance and Assurance Framework

- Develop, recommend and maintain internal audit policies and procedures that are geared to providing an adequate control environment.
- Review and assess the group business processes and controls and make improvement/recommendations.
- Monitor control systems to protect and safeguard against fraud and theft of the company and its subsidiaries assets.
- Ensure that executive management and the board is aware and comply with all relevant laws and statutes.
- Research and make recommendations on how to improve the internal controls and governance processes.
- Give assurance to the board on the business

internal control environment including core business information and financial management across the business.

- Review significant partnership arrangements with third parties and ensure that relevant business controls are in place to promote and protect the group of companies' interests.

### Financial Management

- Lead the annual work plan meeting to devise the departmental budget for approval.
- Monitor and control the departmental budget spending by evaluating relevant reports and documentations.
- Approve expenditure claims and requests according to departmental requirements and company policy and procedure when required.

### People Management

- Lead and manage the departmental team including aligning the departmental structure, directing functions, recruiting and selection of new staff members, setting performance targets, conducting performance reviews, providing feedback and coaching, address development needs, maintaining clear communication channels and sharing information and resolving high level queries, problem and conflicts in situations as required.

### Qualifications, Experience and Skills:

- A bachelor honours degree in Auditing, Accounting and Finance.
- A master's degree will be an added advantage.
- Must be a member of the Institution of Internal Auditors or similar professional body.
- A minimum of 10 years' senior management experience and a demonstrated track record of accomplishments in the field of auditing, accounting and finance.
- A good understanding of risk management principles and techniques.
- Sound knowledge of internal audit frameworks and auditing skills.
- Able to write and present formal reports on highly complex internal audit matters.
- Sound knowledge of the NAMCODE, King III and IV.
- Ability to observe and understand business processes.
- Excellent ability to build relationships and to collaborate cross-functionally.
- Ethical conduct and high integrity and discretion when handling confidential information.

Suitably qualified Namibians are encouraged to apply and submit their applications at Kalahari Holdings Offices, Human Capital Department or email a cover letter, updated CV (not longer than 2 pages) and copies of latest relevant qualifications to [hr@kalahariholdings.com](mailto:hr@kalahariholdings.com)

**Closing date: Friday, 4 September 2020**

Please be advised that only shortlisted candidates will be contacted and no documents will be returned.