



MEATCO

Namibia

VACANCY

MANAGER: INTERNAL AUDIT

JOB GRADE: D4

LOCATION: WINDHOEK

Purpose of the Job

To ensure that the Internal Audit Function (IAF) operates in full alignment with the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and the Internal Audit Charter. The role is responsible for assessing organisational risks, evaluating internal controls, monitoring compliance with laws and regulations, and providing recommendations that strengthen governance, risk management, and operational efficiency across the organisation.

Qualifications & Experience

- Postgraduate degree in Internal Auditing or Accounting.
- Certified Internal Auditor (CIA) – mandatory.
- Minimum of five (5) years' internal auditing experience at managerial level.
- Experience in the manufacturing industry will be an added advantage.
- Strong analytical, problem-solving, and time-management skills.
- Excellent verbal and written communication skills.
- Ability to interact effectively at senior executive and Board level.
- Proven ability to manage, coach, and develop subordinates.
- High level of accuracy and attention to detail.
- Self-motivated, able to work independently with limited supervision.
- Namibian Citizen with a valid Code BE Namibian driver's licence.

Key Performance Areas

- Lead the overall planning, organising, and monitoring of internal audit operations.
- Build and maintain professional relationships with auditees, internal audit staff, and key stakeholders.
- Coordinate internal audit activities across business units to achieve organisational audit objectives.
- Contribute to organisational strategy, governance, compliance, and risk management while maintaining independence of the IAF.
- Attend to ad hoc requests from Executives, CEO, ARC, and the Board.
- Prepare the annual internal audit plan and submit it to the ARC for approval.
- Review and update the Internal Audit Charter, strategic objectives, budget, and KPIs for the IAF.
- Maintain the internal audit findings follow-up tracker and conduct quarterly follow-ups.
- Update combined assurance schedules and prepare quarterly internal audit reports for the ARC.
- Present internal audit reports at ARC meetings.
- Implement the annual audit plan and prioritise audit resources for maximum organisational benefit.
- Review planning memoranda, risk and control frameworks, audit tests, and draft reports prepared by internal audit staff.
- Prepare audit reports and issue final reports to management and ARC.
- Report internal audit activities to Exco and other management forums.
- Monitor client satisfaction surveys and address feedback appropriately.
- Ensure compliance with HR policies, governance requirements, and organisational procedures.

Please note that only short-listed applicants will be contacted. Suitable candidates from Designated Groups are encouraged to apply.

Please Submit Your CV and supporting documents to:
erecruitment@meatco.com.na

CLOSING DATE

13 March 2026