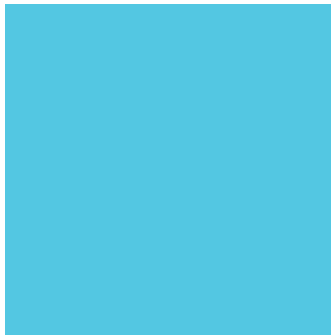
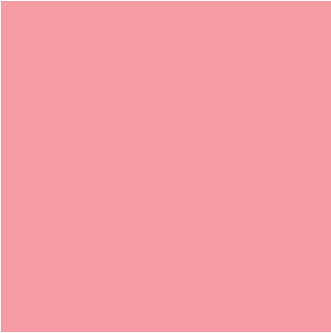


CAREERS @ BDO





Message from the Chairman

What matters to our staff is knowledge, training and experience - what matters to us is knowledgeable, trained staff, capable of performing their duties efficiently. The perfect formula for a win - win situation.

How do we, at BDO, achieve this win - win scenario? We inculcate in our staff a burning desire to pass on their knowledge and experience to others. The result is that our staff move up the ranks at a rapid rate, thereby reaping the benefits of the excellent training that they have received.

Namibia is a land of vast contrasts and diversity; the landscape varies from woodlands, savannah, deserts and alluvial plains that include the Etosha Pan in the north. Our client base is as diverse as the Namibian landscape and includes a wide variety of industries ensuring you diversified training.

“It takes a village to raise a child” (African Proverb)

Join the BDO village to enjoy the experience, while you gain knowledge and build your career.

Wayne McTeer,
Chairman
BDO NAMIBIA





Networks

BDO offers you the chance to expand your horizons and to network across the globe. We are a member firm of BDO International, rendering professional services in 110 countries around the world. In total, the network employs over 44 000 people and has 1 137 offices. Opportunities for secondment and working in different countries are available to all our professional staff.

In Africa you will find us in Namibia, Cape Town, Johannesburg, Pretoria, Harare, Gabarone, Maputu and Durban and as far as Mauritius, Zimbabwe and many other countries throughout the continent, as well as in the rest of the world.

Our specialty is to help businesses grow, from start-up enterprises to large multi-nationals. There are many firms providing auditing and related financial services, some larger than our network, but the difference of BDO is the people we employ. We believe that our business is 10 % work and 90 % people.

Our staff are dedicated, professionally trained individuals with a flair for business development and a keen understanding of what makes businesses grow. It is in our staffs enthusiasm for what matters to our clients, that BDO's success lies.

BDO's culture is based on key values. These values define us, and you will recognise them, as defining you, if you are to become a BDO employee. We believe in :

- **Taking ownership** and responsibility, from junior assistant to partner;
- **Exceeding expectations**, whether of clients, our market or our employers or ourselves;
- **A passion for principals**;
- **Honesty and integrity**;
- **Working hard.....but also playing hard.**



Our Services

BDO offers a wide range of services to a wide variety of clients. We pride ourselves that we take the time to really get to know our clients and their business. Because only by getting to know our clients, will we be able to find out what matters to them, and that is, what matters to us.

Our services include :

- Audit and Assurance;
- Management and Financial accounting;
- Taxation;
- Company Secretarial and Administration;
- Business risk and advisory;

- Management Consulting;
- Financial Services;
- IT Services;
- Corporate Finance
- Estates and Wills

Each service line has an opportunity for young professionals to develop a career path, be it as part of the CA route, or in becoming a CFA, Tax Advisor or Company Secretary.

BDO offers study loans, bursaries, extended study leave as well as compulsory training hours and on the job training to all of its staff, giving every BDO employee an opportunity to become more educated in his field of interest.



Inside BDO

BDO trainees work hard, but they also play hard. At BDO we know that there is a lot more to being a great business advisor than number crunching. So at our firm, you will enjoy getting the best training in the business by seniors and partners who share your same values, getting hands on experience and having fun while you work.

BDO specialises in advising growing businesses. Across Southern Africa, 65 partners, directors and consultants together with over 700 staff members, provide audit, tax and business advisory services to a wide range of clients, from listed entities to innovative entrepreneurs, high net worth individuals and government organizations.

In Namibia, the firm service clients from 3 offices (Windhoek, Walvis Bay and Oshakati) across the country. A total of 64 staff members and 6 partners are available at all times to provide our clients with the excellent service they have become used to at BDO. At BDO there's a different atmosphere, and attitude.

You feel it immediately when walking into our not-so-grey building. You will want to be a part of it. We offer a supportive, learning environment with enough variety to keep everyone stimulated. You will receive dedicated partner time, and our core values of taking ownership and responsibility will give you invaluable experience early in your career.



BDO Culture

Other reasons for choosing us includes:

- flexible hours - home working and IT accessibility for remote access to enable flexible working for some staff;
- work life balance - our culture stresses the importance of staff maintaining and enjoying a social life along with their work responsibilities;
- Flexible benefits package - our benefits system is



So, why join BDO?

There are many reasons, but the main one is that we believe that 90 per cent of work is about the people. BDO has received various awards in recent years as Employer of Choice, this is proof of our commitment to our people.

We encourage individuals to generate and cultivate new ideas. Ours is an open and honest culture, we encourage direct participation of all our employees with senior professionals and promise individual attention by partners.

Our ability to provide secondment opportunities across the world, and rapid progress in a career within the profession locally, is another reason why people choose BDO.

This is what our staff says

“Over the last five years, I have gained the kind of experience that cannot be matched. I have worked on clients within various industries such as fishing, hotel, health care and mining but to name a few. I can now enter into any industry with the necessary knowledge and experience should I wish to pursue other goals. BDO’s hands-on training is the culture created in BDO to ensure personal growth of employees.



Everyone at BDO gets along very well and works hard together as we take pride in what we do. At BDO, we work hard and play hard.”

Wikus Alberts
Audit Department
Walvis Bay Office

“At BDO you can expect professional challenges and consistent support. It’s a combination that encourages growth, progress and long-term career opportunities.



In return, we offer an unparalleled working environment, a commitment to your personal and professional development and the kind of corporate family that most employers only wish for. Apply for a job with BDO - be part of something big.”

Andrew Musarurwa
Audit Manager
Windhoek

Job Opportunities and Bursaries



Training Contracts 2010 / 2011

Do you want to become a Chartered Accountant? Are you currently in grade 12, have a B Accounting or BCOM degree, or are you busy with CTA or Board Exams? No matter how far you have progressed in your studies, if it is your passion to become a CA, you are eligible to apply for a Trainee Accountant Position at BDO. Our applications for 2011 intake close on 31 August 2010, so don't wait, [apply now](#) for your training contract.



Bursary Applications 2011

You want to be a CA, but need financial assistance to study full time? Are currently in grade 11 or 12 or have started studies towards a BCOM degree? No matter how far you have progressed in your studies, if it is your passion to become a CA, you are eligible to apply for a bursary at BDO. Our applications for 2011 bursaries close on 31 October 2010, so don't wait, [apply now](#) for your bursary.

Bursary application forms can be downloaded from our website, www.bdo.com.na.



Already qualified and looking for a career at BDO?

We are always searching for people who share our values. Contact our HR department to find out what professional vacancies we currently have available.

Send a mail to info@bdo.com.na for further information.



Interested in a career as a tax, secretarial or IT professional?

BDO has a number of service lines other than audit and assurance. If you are interested in a career as bookkeeper, tax professional or want to pursue company secretarial, business administration or information technology as a career, and you believe you share our values, contact us to enquire about vacancies.

Send a mail to info@bdo.com.na for further information.



Career Paths

Employees at BDO do not have a job, with little prospects from year to year. Our employees have a career. You will work as part of a team and gain hands-on experience across all aspects of your discipline. You will be exposed to a broad range of clients and industries and will be given responsibility early on in your career.

Getting to that position means starting out on the right foot. We try to make our training as flexible as possible, but people do find that certain areas suit their interests and skills more than others.

When you join us, your interests and career path at BDO will be mapped out for you, in discussion with your manager and partner. We will work with you to help you develop the skills and expertise you need to grow with us and help us deliver the best possible service to our clients.

All our staff has access to the latest information technology and are constantly trained on, and work with, the latest computer packages related to their field.

In addition to formal training courses, BDO offers on-the-job training with the support of all managers and partners and our performance appraisal process encourages continuous staff development. Each office has its own library and its own study assistance programme, with study leave benefits.

Benefits

Competitive market related salaries

Our salaries are competitive and structured so that your attitude, abilities and contribution to the firm are appropriately rewarded.

Mobility

Always wanted to see the world? BDO offers secondments to other BDO firms around the world for qualified staff. These include the UK, USA, Canada, Australia and the Netherlands - the world really can be your oyster.

Tailor-made benefits packages

We understand that no two people are alike or have the same needs so we offer flexible benefits packages. Benefits include medical aid, personalised advice on retirement options, housing and travel allowances for qualifying staff as well as study allowances.

IT equipment

Our state of the art IT infrastructure allows accessibility for remote access, enabling you to stay connected at all times. BDO professional staff are given a laptop at commencement of employment, for their sole use.

Study leave


We understand that circumstances may dictate part-time studies. For professionals studying towards an approved qualification, we offer generous study leave, competitive study loans, career breaks of up to six months to study, as well as bursaries.



There is BDO Member Firm representation in each of the following countries*

*this list is current as of 1 January 2010

ANGOLA | ARGENTINA | ARUBA | AUSTRALIA | AUSTRIA | BAHAMAS | BAHRAIN | BELGIUM | BOLIVIA
BOTSWANA | BRAZIL | BRITISH VIRGIN ISLANDS | BULGARIA | CAMBODIA | CANADA | CAPE VERDE
ISLANDS CAYMAN ISLANDS | CHILE | CHINA | COLOMBIA | COMOROS | CROATIA | CYPRUS | CZECH
REPUBLIC DENMARK | DOMINICAN REPUBLIC | ECUADOR | EGYPT | EL SALVADOR | ESTONIA
| FINLAND | FRANCE | GEORGIA | GERMANY | GIBRALTAR | GREECE | GUATEMALA | GUERNSEY | HONG
KONG | HUNGARY | INDIA | INDONESIA | IRELAND | ISRAEL | ITALY | JAMAICA | JAPAN | JERSEY |
JORDAN | KAZAKHSTAN | KENYA KOREA | LATVIA | LEBANON | LIECHTENSTEIN | LITHUANIA |
LUXEMBOURG | MACAU | MADAGASCAR | MALAYSIA | MALTA | MAURITIUS | MEXICO | MOROCCO |
MOZAMBIQUE | NAMIBIA | NETHERLANDS NETHERLANDS ANTILLES | NEW ZEALAND | NIGERIA | NORWAY
| OMAN | PAKISTAN | PANAMA | PARAGUAY PERU | PHILIPPINES | POLAND | PORTUGAL | QATAR |
REUNION ISLAND | ROMANIA | RUSSIA | SAUDI ARABIA SENEGAL | SERBIA | SEYCHELLES | SINGAPORE |
SLOVAK REPUBLIC | SLOVENIA | SOUTH AFRICA | SPAIN SRI LANKA | ST LUCIA | ST VINCENT | SURINAME |
SWEDEN | SWITZERLAND | TAIWAN | TANZANIA | THAILAND TRINIDAD AND TOBAGO | TUNISIA | TURKEY |
TURKMENISTAN | UGANDA | UKRAINE | UNITED ARAB EMIRATES UNITED KINGDOM | UNITED STATES OF
AMERICA | URUGUAY | VENEZUELA | VIETNAM | ZAMBIA | ZIMBABWE



BDO, a Namibian partnership, is registered with the Institute of Chartered Accountants of Namibia (Practice Number: 9402). Our firm has offices in Windhoek, Walvis Bay and Oshakati. BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the International BDO network of independent member firms.

BDO International Limited is a UK company limited by guarantee. It is the governing entity of the international BDO network of independent member firms ('the BDO network'). Service provision within the BDO network is coordinated by Brussels Worldwide Services BVBA, a limited liability company incorporated in Belgium with its statutory seat in Brussels.