



## EMPLOYMENT OPPORTUNITY

### EXTERNAL ADVERT

The National Prosecution Authority (NPA) is an autonomous body established by the NPA Act No. 34 of 2010. Its mission is to ***“provide prosecution services to contribute to a crime free Zambia”***. In its quest to improve service delivery, the Authority is hereby inviting applications from suitable candidates to fill the following positions:

<b>1. Internal Auditor</b>	<b>Permanent and Pensionable</b>
<b>Salary Scale:</b>	<b>NPA/04</b>
<b>Number of Positions:</b>	<b>One (1)</b>
<b>Reports to:</b>	<b>Senior Internal Auditor</b>
<b>Duty Station:</b>	<b>Kabwe</b>

#### **Job Purpose**

To coordinate the performance of audit functions in the Province and enhance oversight in the management of public resources.

#### **Specific duties and responsibilities**

- Undertakes effectively internal audit operations to enhance their performance and ensure adherence to standards;
- Undertakes effectively, the review of risk management processes to ascertain their effectiveness;
- Conducts IT audits on Information Systems in order to identify risks in the adoption and use of existing and emerging technologies;
- Conducts effectively compliance audits in order to foster adherence to legislation, policies, guidelines and regulations;
- Undertakes timely special and planned audit assignments in order to provide assurance on internal controls and governance systems;
- Undertakes timely the production of internal audit and management reports in order to facilitate informed decision-making;

- Undertakes timely the provision of advisory and technical services in order to inform decision-making;
- Undertakes effectively the provision of Secretarial Services to the Audit Committee in order to facilitate their operations;
- Undertakes regularly the implementation of Quality Assurance and Improvement Programs in order to facilitate the provision of effective audit services;
- Undertakes effectively the maintenance of internal audit database in order to facilitate tracking of audit recommendations for informed decision making; and
- Undertakes effectively the development and implementation of audit risk interventions/initiatives in order to reduce the impact of possible risk.

### **Qualifications and Work Experience**

- Grade 12 School Certificate or equivalent;
- Bachelor of Accountancy, ACCA, CIMA or equivalent;
- At least three (3) years of relevant post-qualification work experience in Audit;
- Paid up Member of Zambia Institute of Chartered Accountants, valid for 2025; and
- Must be a Zambian citizen.

### **Skills**

- Able to write comprehensive reports;
- Able to communicate effectively in English;
- Computer literate;
- Effective investigative skills; and
- Good analytical and problem-solving skills.

### **Other Attributes**

- Excellent oral and written skills
- Integrity
- Confidentiality
- Good interpersonal skills
- Good decision-making abilities in the audit space
- Tact and Diplomacy
- Self-Confident
- Computer literate