

NATIONAL PENSION SCHEME AUTHORITY

EMPLOYMENT OPPORTUNITY

The National Pension Scheme Authority (NAPSA) wishes to recruit for the position of Director Internal Audit on a three-year contract to be based at its Head Office in Lusaka. The position will report directly to the Director General.

The successful applicant will be expected to have demonstrable competencies relevant to the job and will be offered a competitive remuneration package.

1.0 DIRECTOR INTERNAL AUDIT (GRADE NPS01) - LUSAKA

Main Purpose of the Job

The Director Internal Audit's responsibility is to develop and monitor the implementation of the Internal Audit strategy, budgets, policies and procedures. The position coordinates the implementation of the Internal Audit Work plan to ensure delivery of audit services that meet set timelines and quality standards. Additionally, the position presents audit reports to the Director General and the NAPSA Board of Trustees to ensure appropriate strategies are recommended to address any issues identified.

The jobholder will among other things be responsible for:

- Developing and monitoring the implementation of the audit strategy to support the implementation of the NAPSA overall strategy that supports the achievement of the NAPSA business objectives.
- Coordinating the development of the audit work plan to ensure the audit strategy is implemented along set timelines and quality standards.
- Reporting to the Audit, Risk and Compliance Committee of the Board in relation to adherence to internal systems, Policies and procedures to avert risks that may arise.
- Coordinating the application of a risk-based approach to review the NAPSA systems and controls to identify any gaps in the management of risks and recommend appropriate strategies.
- Developing an annual programme of audit review work, to ensure audit reviews are done in a timely manner for quality management purposes.
- Presenting findings of audit reviews to management to assist in the development and implementation of strategies to issues identified.
- Monitors the implementation of Board recommendations and to ensure appropriate interventions are implemented
- Coordinates recruitment of external auditors to enhance transparency, ensure the most qualified auditors are hired, and for compliance with the relevant laws and regulations;

Relevant Qualifications

- Grade Twelve Certificate with Five (5) 'O' levels including English and Mathematics
- First degree in Accountancy plus CA Zambia, ZICA professional, ACCA or CIMA
- CIA/ CISA as an added advantage
- A Master's Degree in a business-related field.

Personal and Professional Experience:

- Not less than ten (10) years of work experience in Internal Audit at a senior management level in an organization of similar size.

2.0 TO APPLY

Your application letter should specify your contact details including contact telephone number(s), CV(s) and copies of relevant Certificates.

Application letters should be addressed to:

Director General
National Pension Scheme Authority
NAPSA House
Cnr of Ben Bella & Lumumba Road
P O Box 51275
LUSAKA

The closing date is Tuesday 31st December 2019

PLEASE NOTE THAT:

ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE AND ONLY APPLICANTS WHO MEET THE SPECIFICATION INDICATED ABOVE WILL BE ACKNOWLEDGED.

Be Smart, Secure Your Future.