



## NATIONAL PENSION SCHEME AUTHORITY

### EMPLOYMENT OPPORTUNITIES

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The National Pension Scheme Authority (NAPSA) wishes to fill the positions indicated below. Interested applicants who meet the required competences are encouraged to apply.

The successful candidates will be expected to have demonstrable competencies relevant to the respective job.

#### **1.0 Internal Auditor NPS 04 (Permanent and Pensionable): Head Office**

##### **1.1 Main Purpose of Job**

The Auditor's responsibility is to perform NAPSA's full audit cycle, prepare reports and files on audits conducted.

##### **1.2 Key Responsibilities**

- (a) Analyses the NAPSA financial documentation and reports to identify audit issues to be addressed.
- (b) Monitors management and implementation of audit recommendations to ensure gaps in implementation are identified and appropriate interventions developed.
- (c) Communicates any loopholes within NAPSA's structure, and recommending appropriate solutions, to ensure minimal disruptions to business operations from an unsupportive structure;
- (d) Prepares audit reports that reflect NAPSA's audit results for review and presentation to management, and to ensure the whole process is documented.
- (e) Provides audit counselling, advisory and decision support service to various divisions of the Authority
- (f) Reviews policy and products before deployment and provide necessary comments/recommendations thereon.
- (g) Be a team player and embrace the affiliate's compliance principles as a key component of audit process.
- (h) Ensures audit exceptions are resolved timely.
- (i) Maintains a current knowledge base of audit industry practices and to ensure best practices are always considered.

- (j) Carries out post audit of payments to suppliers of goods and services;
- (k) Carries out audit for staff recruitments, dismissals, separations and court litigations;
- (l) Reviews audited bank reconciliations;
- (m) Carries out audit of statutory obligations payments-NAPSA, ZRA
- (n) Carries out audit of service contracts and agreements.

### **1.3 Qualifications and Experience**

- Grade 12 Certificate with 5 'O' levels with credit or better including Mathematics and English.
- ACCA/CIMA/CA Zambia or equivalent
- CIA/CISA added advantage
- Not less than four (4) years' experience in internal or external audit at middle management level in an organisation of similar size.

## **2.0 Risk Officer – Principal Risks NPS 04 (Permanent and Pensionable): Head Office**

### **2.1 Main Purpose of Job**

The Risk Officer – Principal Risks is responsible for setting and maintaining Risk Type Frameworks for assigned principal risks and ensuring that the core elements of risk management cycle are covered. Additionally, the Officer monitors implementation of the risk management framework, strategies and work plan.

### **2.2 Key Responsibilities**

- (a) Develop Risk Type Frameworks for principal risks to cover:
  - Risk management principles
  - Approach to policies to control and mitigate the Principal Risks and their risk sub-types
  - Second line processes for oversight and challenge
  - Key roles and responsibilities covering first and second lines
  - Decision making authorities and delegation of authorities
  - Approach to risk data aggregation, risk reporting and data quality
  - Risk assessment methods to assess likelihood and materiality of impact

- Risk sub-types and the risk identification process to review existing or new risk types that have changed in terms of relative importance.
- (b) Monitor the management of risk to identify gaps in the internal controls in place, to ensure appropriate strategies are identified and implemented.
  - (c) Helps to conduct risk reviews within the Authority and in NAPSA controlled entities
  - (d) Train staff on risks and controls available for use, in order to build a culture that is responsive to risk management.
  - (e) Identify current and emerging risks to ensure appropriate strategies are developed in a timely manner to proactively manage risks.
  - (f) Provide input in the development of risk assessment and measurement systems to ensure the availability of quality tools that support effective management of risk.
  - (g) Conduct periodic review and update of policies, processes and procedures to ensure that they are responsive to the operating environment.

### **2.3 Qualifications and Experience**

- Grade 12 Certificate with 5 'O' levels with credit or better including Mathematics and English.
- Degree in Business Administration, Accounting, Banking, Economics, Mathematics or Statistics.
- Certified Risk Analyst, Certified Enterprise Risk Manager, or equivalent Risk Management Certifications.
- Not less than four (4) years' experience in risk management in a pension or financial industry.

## **3.0 Business Risk Assurance Officer NPS 05 (Permanent and Pensionable): Head Office**

### **3.1 Main Purpose of Job**

The Business Risk Assurance Officer provides support to the Assurance Manager in the implementation of the Assurance strategy and work plan. In this, the officer conducts assurance, policy and process reviews to identify breakdown in controls and minimize exposure to preventable risks.

### **3.2 Key Responsibilities**

- (h) Act as relationship officer for assigned departments/directorates
- (i) Assist to develop and implement effective internal controls to satisfy legal and regulatory requirements, and to minimise exposure to preventable risks.
- (j) Perform key risk self-assessments to ensure effectiveness of internal controls and enterprise risk management framework within the Authority and in Authority controlled entities.
- (k) Monitor identified risks for closure
- (l) Conduct assurance, policy and process reviews to identify potential control breakdown
- (m) Analyse audit findings to identify areas of improvement in the control environment in order to assist management develop interventions to close the gaps identified.
- (n) Monitor compliance with the policies, laws and regulations to ensure NAPSA is protected from preventable risks.
- (o) Assist in the identification of training needs on policies and processes and organise training interventions to meet the desired control standards and improve delivery of service.

### **3.3 Qualifications and Experience**

- Grade 12 Certificate with 5 'O' levels with credit or better including Mathematics and English.
- Bachelor's Degree in Business Administration, Accounting, Banking, Economics, Mathematics or Statistics.
- Certified Risk Analyst, Certified Enterprise Risk Manager, or equivalent Risk Management Certifications.
- Not less than three (3) years' experience in a Risk or Assurance environment in a pensions or financial organization.

#### **TO APPLY**

Your application letter should be accompanied by a CV and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director Human Resources and Administration  
National Pension Scheme Authority  
Levy Business Park  
Church Road  
P.O. Box 51275  
**LUSAKA**

The closing date of receipt of applications is, ***Wednesday 28<sup>th</sup> April 2021.***

**PLEASE NOTE THAT:**

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

**FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.**

**BE SMART, SECURE YOUR FUTURE**