

VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the following posts within the Zimbabwe Revenue Authority (ZIMRA) – an equal opportunity employer.

CHIEF INTERNAL AUDITOR, INTERNAL AUDIT – LEVEL 5 (1 POST)

Key Responsibilities

- Formulates initiatives for inclusion in the corporate strategic plans,
- Draws up and reviews divisional strategic plans,
- Reviews risk assessment and profiles report,
- Reviews risk priorities matrix,
- Allocates audit resources,
- Reviews annual audit plan,
- Manages the execution of the audit plan,
- Reviews the audit findings to management and the board and follow up on the implementation of audit recommendations,
- Reviews the audit findings in light of the audit evidence,
- Reviews the appropriateness, practicality and cost effectiveness of the audit recommendation,
- Receives and incorporates management responses into the audit report,
- Manages staff on a day to day basis and develops relevant skills training programmes,
- Develops divisional budget, tracks expenditure and analyse variances,
- Compiles periodic financial reports,
- Develops internal auditors' job specifications,
- Coordinates external audit assignments,
- Assists in planning for external audit assignments in liaison with the Auditor General's office.

Job Skills and Competencies

- Ability to work under pressure,
- Ability to communicate at all levels,
- Ability to work both independently and as part of a team,
- Unquestionable integrity.

Qualifications and Experience

- Must be a holder of a relevant commercial degree or equivalent,
- A master's degree is an added advantage,
- CISA/CIA/CFE/CIS/CA/ACCA/CIMA a prerequisite,
- At least three (3) years as an Audit Supervisor,
- Hands on experience in the use of data analytics tools such as IDEA and relevant tools,
- A firm understanding of internal auditing standards for both IIA (IPPF) and ISACA,
- Knowledge of SAP, ASCUDA, Teammate, IDEA or ACL
- Knowledge of Zimbabwean Tax, Customs and Labour laws and an added advantage,
- Clean class four (4) Driver's license

Interested candidates should submit applications, accompanied by a detailed Curriculum Vitae by **21 April 2023**, All applications should be emailed to: **ZimraRecruitment@zimra.co.zw** clearly stating the position applied for and addressed to:

The Director, Human Capital
Zimbabwe Revenue Authority
6th Floor ZB Centre
Corner First Street / Kwame Nkrumah Avenue
P. O. Box 4360 HARARE

Please note that only shortlisted applicants will be responded to and females are encouraged to apply.

