



NATIONAL COUNCIL FOR CONSTRUCTION EMPLOYMENT OPPORTUNITY

In line with our aim to effectively contribute to sustainable economic growth through the promotion, development, training and regulation of the Zambian Construction Industry, we are seeking dynamic and motivated staff to fill the following position:

ASSISTANT INTERNAL AUDITOR – GRADE NCC 4.2

Reporting directly to the Manager - Internal Audit, the job holder will assist Internal Audit management in reviewing, documenting and establishing effective accounting and operational controls over the organization's administrative, compliance, financial and operational activities in the Head office and all locations within the National Council for Construction, to ensure the attainment of objectives by contributing to a systematic and disciplined approach to the evaluation and monitoring of risk management, internal control and governance processes in the Council.

Main Duties / Accountabilities

- i. Assists the Manager Internal Audit and Internal Auditor prepare risk based plans through providing risk identification and assessment of the Councils audit risk universe
- ii. Provides technical assistance to the Internal Auditor in developing audit programs that detail the nature, extent and timing of audit tests or procedures
- iii. Conducts Financial, Operational and Compliance Risk Based Audits
- iv. Reviews records pertaining to material assets such as equipment, buildings and manpower to determine degree of utilization, safeguarding and maintenance.
- v. Conducts systems audits as assigned
- vi. Conducts reviews of the Councils operations and programs to establish set audit objectives and determine strategic implementation progress
- vii. Performs technical inspections of construction projects in order to determine compliance to NCC regulations

- viii. Conduct ad-hoc investigations and reviews as requested as assigned by supervisors
- ix. Produces audit working papers/reports on findings and ensures that relevant, valid and sufficient audit evidence is obtained to support audit findings
- x. Submits audit working papers/reports in a timely manner to the Internal Auditor for review

Requirements

- Full Grade 12 School Certificate
- ZICA licentiate, ACCA/CIMA intermediate or equivalent
- Minimum 3 years' relevant work experience in a similar position
- Member of the Institute of Internal Auditors Zambia
- Diploma in a Construction related field will be an added Advantage

Required Competencies and Personal Attributes

- Knowledge and experience of operating Microsoft Office application packages e.g. Word, Excel, and Power Point.
- Ability to use own initiative.
- Attention to detail.
- Ability to work effectively as part of a team.
- Strong ethical standards and high levels of integrity and confidentiality.
- Ability to think objectively
- Good communication skills, both written and oral
- Ability to continually add best audit practice to the Council

Only those who meet the above role specifications and competences should apply enclosing their detailed CVs, photocopies of their academic/professional qualifications.

Hard copy applications should reach the undersigned not later than Friday, 28th June, 2024 by 17:00 hours. Soft copy applications can be sent to the following email:

ncc@ncc.org.zm

**The Executive Director,
National Council for Construction,
P.O. Box 39548
LUSAKA**