

ZAMBIA GOLD COMPANY LIMITED

JOB DESCRIPTION

1.0 INTERNAL AUDIT

1.1 IDENTIFICATION SECTION

JOB TITLE	:	Manager Internal Audit
JOB GRADE	:	ZG3
DEPARTMENT	:	Internal Audit

1.2 JOB PURPOSE:

To provide an independent, objective assurance and consulting activity designed to add value and improve the operations of the Company; Co-ordinate the internal audit function and ensure a systematic and disciplined approach to evaluating and improving the effectiveness of control and governance processes by ensuring that the Company is in compliance with its internal operating policies and procedures and any external legal, regulatory or contractual requirements.

1.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Internal Audit Policies, procedures and systems	<ul style="list-style-type: none">• Formulates, updates and implements the audit policies, procedures/ systems and ensure adherence to Group audit policies;• Monitors the implementation of the policies, procedures and systems;• Reviews and challenges the Company's policies to ensure that they are up-to-date and relevant; and• Ascertains the effectiveness with which the Company's assets are accounted for and safeguarded from all kinds of losses arising from fraud and other incidents, waste, extravagance, inefficient administration, poor value for money and other causes.

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Audit program delivery	<ul style="list-style-type: none"> • Develops and executes the annual risk based audit plan and perform duties necessary to achieve the internal audit objectives and scope; • Effective tracking and reporting of audit exceptions (Issue Remediation); • Coordinates the internal audit effort with those of the Company's external auditors to minimize duplication of effort; and • Participate in Group audit assignment delivery as need arises/directed.
Advisory responsibilities	<ul style="list-style-type: none"> • Advises management on the adequacy of internal control systems of the Company and giving recommendations on improvement and continuously reviewing/monitoring implementation; and • Involved in the implementation of new processes and systems to provide an independent view of the quality of project management and to embed an effective control framework from the start.
Investigations	<ul style="list-style-type: none"> • Performs special investigations as deemed fit or as directed by the Chief Executive Officer and the Board Audit Committee.
Reporting and Communication	<ul style="list-style-type: none"> • Reports the results of all audits to senior management, Audit Committee and Chief Internal Audit Officer (ZCCM IH); • Prepares timely and accurate reports of audit findings and recommendations for management attention and ensures adequate follow-ups of management's corrective action; • Reviews and records actions taken by management to correct audit findings. • Ensures that senior management, Audit Committee and Chief Internal Audit Officer (ZCCM IH) are aware of current issues related to all areas covered by the Internal Audit department, including internal financial control, corporate governance, audit committee and internal audit matters; • Prepare Quarterly Board Audit Committee Pack for reporting to the Audit Committee; • Prepare and submit monthly performance reports to Chief Internal Audit Officer (ZCCM IH)
Strategic Management	<ul style="list-style-type: none"> • Develops and implements short and long-term internal audit strategies and programmes aimed at providing an independent and objective opinion on controls, checks, and corporate governance; • Provides strategic leadership to the Audit team; and • Maintain a current knowledge base of audit industry practices to ensure best practice is always considered.

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Checks and Controls	<ul style="list-style-type: none"> • Measures and evaluates the effectiveness of controls, checks and governance measures in place by facilitating achievement of Company agreed objectives and advises Management accordingly. • Contributes to the development and maintenance of a strong internal control environment; • Leads the assurance of adequacy of the embedded controls in new and/or reviewed policies, procedures, processes and systems.
People Management	<ul style="list-style-type: none"> • Organizes, directs, and controls the Internal Audit departments and the work of all internal audit staff; • Manages, develops and trains professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the Company's audit requirements. • Leads, develops and appraises staff in the department in line with the performance management system.

1.4 REPORTING RELATIONSHIPS

a) Reports to:

b)

Board Audit Committee;
 Chief Executive Officer (Administratively)
 Chief Internal Audit Officer (ZCCM IH) for Group Oversight Purposes

b) Other Jobs Reporting to (a) above:

- *Other jobs Reporting to Chief Executive Officer*
 Head Mining
 Head Finance
 Head Investments and Markets
 Head Human Resources and Administration
 Legal Counsel and Company Secretary
 Procurement Manager
 Public Relations Officer

c) Number and level of immediate subordinates:

- *Nil*

1.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications:

Grade 12 Certificate

Relevant Bachelor's Degree or Professional Qualification
Master's Degree is an added advantage
Professional Membership

b) Minimum Relevant Pre-Job Experience:

5 years' experience in a similar position

c) Skill Specifications:

- Analytical and problem solving skills
- Computer skills
- Report Writing skills
- Strategic focus
- Professional skepticism
- Excellent communication skills
- Team Player and problem solving
- Focused/priority driven and assertive
- Investigative

d) Other Attributes (Personality Traits)

- Strong personality & respect for confidentiality
- Attention to detail
- Objectivity and Integrity

JOB DESCRIPTION

1.0 INTERNAL AUDIT

1.1 IDENTIFICATION SECTION

JOB TITLE : **Internal Auditor**

JOB GRADE : M2

DEPARTMENT : Internal Audit

1.2 JOB PURPOSE:

To provide an independent, objective assurance and consulting activity designed to add value and improve the operations of the Company; Co-ordinate the internal audit function and ensure a systematic and disciplined approach to evaluating and improving the effectiveness of control and governance processes by ensuring that the Company is in compliance with its internal operating policies and procedures and any external legal, regulatory or contractual requirements.

1.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Internal Audit Policies, procedures and systems	<ul style="list-style-type: none">• Formulates, updates and implements the audit policies, procedures/ systems and ensure adherence to Group audit policies;• Monitors the implementation of the policies, procedures and systems;• Reviews and challenges the Company's policies to ensure that they are up-to-date and relevant; and• Ascertains the effectiveness with which the Company's assets are accounted for and safeguarded from all kinds of losses arising from fraud and other incidents, waste, extravagance, inefficient administration, poor value for money and other causes.
Audit program delivery	<ul style="list-style-type: none">• Develops and executes the annual risk based audit plan and perform duties necessary to achieve the internal audit objectives and scope;• Effective tracking and reporting of audit exceptions (Issue Remediation);• Coordinates the internal audit effort with those of the Company's external auditors to minimize duplication of effort; and• Participate in Group audit assignment delivery as need arises/directed.

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Advisory responsibilities	<ul style="list-style-type: none"> • Advises management on the adequacy of internal control systems of the Company and giving recommendations on improvement and continuously reviewing/monitoring implementation; and • Involved in the implementation of new processes and systems to provide an independent view of the quality of project management and to embed an effective control framework from the start.
Investigations	<ul style="list-style-type: none"> • Performs special investigations as deemed fit or as directed by the Chief Executive Officer and the Board Audit Committee.
Reporting and Communication	<ul style="list-style-type: none"> • Reports the results of all audits to senior management, Audit Committee and Chief Internal Audit Officer (ZCCM IH); • Prepares timely and accurate reports of audit findings and recommendations for management attention and ensures adequate follow-ups of management's corrective action; • Reviews and records actions taken by management to correct audit findings. • Ensures that senior management, Audit Committee and Chief Internal Audit Officer (ZCCM IH) are aware of current issues related to all areas covered by the Internal Audit department, including internal financial control, corporate governance, audit committee and internal audit matters; • Prepare Quarterly Board Audit Committee Pack for reporting to the Audit Committee; • Prepare and submit monthly performance reports to Chief Internal Audit Officer (ZCCM IH)
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1.4 **REPORTING RELATIONSHIPS**

a) Reports to:

Audit Committee
 Chief Executive Officer (Administratively)
 Chief Internal Audit Officer (ZCCM IH) for Group Oversight Purposes

b) Other Jobs Reporting to (a) above:

- *Other jobs Reporting to Chief Executive Officer*
 Legal Counsel and Company Secretary
 Projects Engineer
 Environmental & radiation services spécialisât
 Analytical Specialist
 Company Accountant
 Human Resource and Administration Officer
 Procurement Officer

c) Number and level of immediate subordinates:

- *Nil*

1.5 **ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE**

a) Professional Qualifications:

Grade 12 Certificate
 Relevant Bachelor’s Degree or Professional Qualification
 Master’s Degree is an added advantage
 Professional Membership

b) Minimum Relevant Pre-Job Experience:

5 years’ experience in a similar position

c) Skill Specifications:

- Analytical and problem-solving skills
- Computer skills
- Report Writing skills
- Strategic focus
- Professional skepticism
- Excellent communication skills
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- Investigative

d) Other Attributes (Personality Traits)

- Strong personality & respect for confidentiality
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