



KARIBA MINERALS LIMITED

A member of the ZCCM-IH GROUP OF COMPANIES

EMPLOYMENT OPPORTUNITY

INTERNAL AUDITOR

Kariba Minerals Limited is a wholly owned subsidiary of ZCCM Investments Holdings Plc, mining high-quality Amethyst. The company's market share is estimated at over 90% of the Amethyst originating from Zambia, and they are arguably the largest single Amethyst producer in the world. Presently, the company exports its products mainly to international markets. Worldwide, it is one of the oldest mines for semi-precious stones and one of the largest sources of quality amethysts. Kariba mine is based in Mapatizya which is approximately 110km from Kalomo in the Southern Province.

The Company invites applications from suitably qualified and experienced persons who are innovative, energetic and performance driven to fill the position of **Internal Auditor**.

METHOD OF APPLICATION

Applications together with copies of certificates and detailed curriculum vitae should be addressed to:

The Chief Human Resource & Administration Officer,
ZCCM Investments Holdings Plc,
P. O Box 30048,
Stand No. 16806, Alick Nkhata Road,
Mass Media Complex Area
Lusaka, Zambia

and emailed to jobs@zccm-ih.com.zm

The Application should reach the undersigned not later than **Friday 28th October 2022**.

Please refer to the job description below for detailed information about the position.

Women are strongly encouraged to apply!



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JOB DESCRIPTION

INTERNAL AUDIT

1.1 IDENTIFICATION SECTION

JOB TITLE: Manager Internal Audit

JOB GRADE: KM2

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.



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KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Audit Program Delivery	<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.
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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KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
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 practice always
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

Reports to:

- b) Board Audit Committee;
General Manager (Administratively)
Chief Internal Audit Officer (ZCCM IH) for Group Oversight Purposes

b) **Other Jobs Reporting to (a) above:**

- *Other jobs Reporting to the General Manager*
Mining Manager
Finance Manager
Human Resource Manager
Sales and Marketing Manager
Procurement and Logistics Executive
Executive Assistant

c) **Number and level of immediate subordinates:**

- *Nil*



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1.5 ESSENTIAL/DISERABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications:

Grade 12 Certificate
with five (5) "O" Levels
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 scepticism
- 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