



**VACANCY NOTICE NO. : 2 OF 2025**

**DATE OF ISSUANCE : 4<sup>th</sup> AUGUST 2025**

**DEADLINE FOR APPLICANTS : 22<sup>nd</sup> AUGUST 2025**

**Job Title: Internal Auditor X 1**

**Location: Harare**

**Job Grade: D3**

**Reporting to: Head, Internal Audit**

### **Job Purpose**

The job holder will be responsible for assisting the Agency to accomplish its objectives by carrying out audits in a systematic, disciplined approach by evaluating the effectiveness of risk management, internal controls and governance issues.

### **Qualifications, Experience, Attributes and Competences**

- A degree in Auditing/Accounting
- CFE /CISA / CIA or equivalent a distinct advantage
- Sound knowledge of SAP
- Assertiveness and well-developed presentation and communication skills
- Ability to work under pressure
- Higher level of integrity, analytical skills and professional ethics.

## **Duties and Responsibilities**

- Carry out Audits of ZIMSTAT in line with the Internal Audit Plan and in accordance with the Institute of Internal Audit Standards of best practice.
- Review the adequacy of internal controls and recommend improvements for adoption by the Agency to ensure the effectiveness of any system in the Agency.
- Ensure that corporate governance practices such as policies, procedures and guidelines as designed by management are adequately managed.
- Make input into the Audit Work Plan that encompasses the organisation's auditable activities to ensure every auditable activity has been covered especially in all provincial offices.
- Compile final audit reports that incorporate adequate management responses to audit findings and recommendations for review by the Head, Internal Audit to make informed decisions.
- Execute the approved Audit Work Plan by visiting the provincial offices of ZIMSTAT and carrying out planned audit assignments to ensure a risk-free environment and compliance.

*Interested candidates are invited to submit their applications, current CVs and certified copies of their qualifications online through ZIMSTAT website, [www.zimstat.co.zw](http://www.zimstat.co.zw).*