



**JOB TITLE** : Internal Auditor  
**JOB GRADE** : KRL03  
**DEPARTMENT:** Internal Audit

**JOB PURPOSE**

The Internal Auditor Shall provide an independent and objective consulting activities to add value and improve operations of the company. The internal auditor shall coordinate the internal audit functions and ensure a systematic and disciplined approach to evaluate and improve the effectiveness of controls and governance processes by ensuring the company is in compliance with internal operating policies and procedures and any external legal, regulatory or contractual requirements.

**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"> <li>• Formulates, update and implements the audit policies, Procedures and systems and ensure adherence to Group audit Policies.</li> <li>• Monitors the implementation of the policies, procedures, and systems.</li> <li>• Reviews and challenges the Company’s policies to ensure that they are up-to-date and relevant; and</li> <li>• Ascertain the effective ness 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.</li> </ul>
Investigations	<ul style="list-style-type: none"> <li>• Performs special investigations as deemed fit or as directed by the Chief Executive Officer and the Board Audit Committee</li> </ul>
Advisory Responsibilities	<ul style="list-style-type: none"> <li>• Advises management on the adequacy of internal control systems of the Company and giving recommendations on improvement and continuously reviewing/monitoring implementation; and</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul>
Reporting and Communication	<ul style="list-style-type: none"> <li>Reports the results of all audits to senior management, Audit Committee and ZCCM IH Internal Audit Directorate.</li> <li>Prepares timely and accurate reports of audit findings and recommendations for management attention and ensures adequate follow-ups of management's corrective action.</li> <li>Reviews and records actions taken by management to correct audit findings.</li> <li>Ensures that senior management, Audit Committee and ZCCM IH Internal Audit Directorate 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.</li> <li>Prepare Quarterly Board Audit Committee Pack for reporting to the Audit Committee.</li> <li>Prepare and submit monthly performance reports to ZCCM IH Internal Audit Directorate</li> </ul>
Strategic Management	<ul style="list-style-type: none"> <li>Develop and implement short term and long-term internal audit strategies and programs aimed at providing an independent and objective opinion on controls, checks and corporate governance.</li> <li>Provides strategic leadership on audit to KRL team Audit team; and</li> <li>Maintain a current knowledge base of audit industry practice always</li> </ul>
Checks and Controls	<ul style="list-style-type: none"> <li>Measures and evaluates the effectiveness of controls, checks and governance measures in place by facilitating achievement of Company agreed objectives and advises Management accordingly.</li> <li>Contributes to the development and maintenance of a strong internal control environment.</li> <li>Leads the assurance of adequacy of the embedded controls in new and/or reviewed policies, procedures, processes and systems.</li> </ul>
People Management	<ul style="list-style-type: none"> <li>Organizes, directs, and controls the Internal Audit work.</li> <li>Manages, develops and trains professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the Company's audit requirements.</li> <li>Leads, develops and appraises staff in the department in line with the performance management system.</li> </ul>

## **REPORTING RELATIONSHIPS**

**a) Reports to:**

- 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 the Chief Executive Officer

- Mine manager
- Finance Manager
- Company Secretary
- Human Resource Officer
- Procurement Officer
- Commercial Officer

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

None

## **ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE**

**a) Professional Qualifications :**

- Grade 12 Certificate with 5 O Levels
- Relevant Bachelor's Degree or Professional Qualification
- Master's Degree is an added advantage.
- Professional Membership
- Must possess a clean drivers' license.

**c) Minimum Relevant Pre-Job Experience:**

- 3 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
- Attention to detail.
- Objectivity and Integrity
- Attentiveness
- Confidentiality
- Methodological

