



“With Your Safety in Mind”

## ZAMBIA COMPULSORY STANDARDS AGENCY

# EMPLOYMENT OPPORTUNITY

## EXTERNAL ADVERT

9<sup>th</sup> January 2025

The Zambia Compulsory Standards Agency (ZCSA) is a body corporate created by the Compulsory Standards Act No. 3 of 2017 whose mandate is to inter alia administer, maintain, and ensure compliance with compulsory standards.

The Zambia Compulsory Standards Agency wishes to invite suitably qualified and experienced individuals to fill the vacant positions of **Internal Auditor-Lusaka** and **Accounts Assistant-Chanida**.

### 1. INTERNAL AUDITOR (LUSAKA)- ZCS 05 x1

#### A. KEY RESPONSIBILITIES

- Undertakes effectively the development of ICT audit plan in order to guide the audit operations;
- Undertakes the timely conduct of special and planned ICT audit assignments in order to provide assurance on internal controls and risk management;
- Undertakes effectively the conduct of ICT compliance audits in order to foster adherence to legislation, policies, guidelines and regulations;
- Undertakes the timely production of ICT internal audit and management reports in order to facilitate informed decision making;
- Able to conduct data extraction, analysis and security reviews utilizing appropriate tools;
- Provides input and performs department’s audit; and
- Undertakes any other duties as assigned.

#### B. QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES

- Full Grade 12 Certificate
- Bachelor’s Degree in Computer Science or its equivalent
- Member of the Information and Communication Technology Association of Zambia (ICTAZ)
- ICT Audit Certification such as CISA or relevant
- Minimum 2 years’ prior job experience
- Able to write technical and analytical reports
- Able to communicate effectively in English
- Computer Literate
- Analytical

- Interpersonal skills
- Confidentiality
- Integrity
- Numerical proficiency
- Knowledge of Data Analytics and tools such as ACL is an added advantage
- Knowledge of IT best practices and frameworks (i.e. ISO 27001, COBIT, ITIL) would be considered an advantage

## **2. ACCOUNTS ASSISTANT (CHANIDA) - ZCS 07 x1 (RE – ADVERTISED)**

### **A. KEY RESPONSIBILITIES**

- Undertakes effectively the collection and banking of all revenue due to the Agency in order to ensure increase in nontax revenue and minimise the trade receivables stock;
- Undertakes timely review of documents in the financial management system in order to facilitate payment processing;
- Undertakes timely preparation of non-tax revenue returns in order to facilitate decision making;
- Undertakes timely receipting and banking of revenue in order to facilitate accountability;
- Undertakes effectively the safe custody of receipt books in order to facilitate collection of revenue and prevent unauthorised access;
- Undertakes effectively the safe custody of accountable documents in order to ensure their security;
- Undertakes timely the preparation and maintenance of accounting records in order to facilitate storage and retrieval of information; and
- Undertakes effectively the administration of petty cash in order to ensure timely reimbursement and prompt settlement of minor payments.

### **B. QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES**

- Full Grade 12 Certificate
- Certificate in Accountancy or its equivalent
- Member of the Zambia Institute of Chartered Accountants (ZICA)
- Minimum 2 years' pre-job experience
- Able to write reports
- Able to communicate effectively in English
- Familiarity with financial accounting software
- Confidentiality
- Analytical skills
- Numerical
- Computer literate
- Interpersonal
- Integrity
- Initiative

If you feel you have the necessary qualifications and personal attributes for the job, please send your application letter together with Zambia Qualification Authority (ZAQA) verified copies

of your education and professional certificates and a detailed Curriculum Vitae (CV) by Wednesday, 22<sup>nd</sup> January, 2025 to the address below.

The Director – Corporate Services  
Zambia Compulsory Standards Agency  
Sefalana House, Stand No. 5032, Great North Road  
P.O Box 31302  
**LUSAKA**

**Kindly indicate the position applied for on the envelope.  
Only shortlisted candidates will be contacted.**