



"With Your Safety in Mind"

ZAMBIA COMPULSORY STANDARDS AGENCY

EMPLOYMENT OPPORTUNITIES

EXTERNAL ADVERTISEMENT

15th September, 2026

The Zambia Compulsory Standards Agency is a Statutory Body, under the Ministry of Commerce, Trade and Industry, established by the Compulsory Standards Act Chapter 422 of the Laws of Zambia, whose mandate is to administer, maintain, and ensure compliance with Compulsory Standards.

The Agency wishes to invite suitably qualified and experienced individuals to fill the vacant positions of **Manager - Internal Audit, Internal Auditor – ICT and Driver.**

1. MANAGER - INTERNAL AUDIT – RE-ADVERTISED

A. KEY RESPONSIBILITIES

- Manages effectively the development and review of the Internal Audit Charter and internal audit procedures manual in order to ensure compliance with the international standards and guide internal audit operations.
- Manages effectively the development of the audit plan in order to guide audit operations
- Manages timely the conduct of special and planned audit assignments in order to provide assurance on internal controls, risk management and governance systems.
- Manages effectively the conduct of compliance audits in order to foster adherence to legislation, policies, guidelines and regulations
- Manages effectively the conduct of systems and performance audits in order to ascertain their effectiveness and achievement of set objectives.
- Manages effectively the coordination of the preparation and updating of the institutional risk register in order to ensure effective management of risk



- Manages effectively the development and review of the risk management framework in order to facilitate the management of risk
- Manages timely the production of internal audit and management reports in order to facilitate informed decision making.
- Manages effectively the development of work plans and implementation of the performance management system in order to monitor, evaluate and enhance performance.
- Manages effectively human, financial and other resources in order to facilitate achievement of set objectives

B. QUALIFICATIONS

- Full Grade 12 Certificate
- Chartered Accountant Zambia or its equivalent
- Member of the Zambia Institute of Chartered Accountants
- 8 years, 2 of which should be at management level
- Ability to write technical and analytical reports
- Ability to communicate effectively in English
- Supervisory Skills
- Computer literacy
- Analytical
- Interpersonal
- Confidentiality
- Integrity
- Numerical
- Demonstrable knowledge and supervision of ICT Audits is an added advantage
- Internal Audit Certification is an added advantage

2. INTERNAL AUDITOR – ICT– RE-ADVERTISED

A. KEY RESPONSIBILITIES

- Effectively plan and conduct Audits to evaluate the effectiveness of IT controls and processes
- Undertakes effectively the conduct compliance audits in order to foster adherence to legislation, policies, guidelines and regulations and generally acceptable industry standards.
- Assesses security measures to protect sensitive data
- Undertakes the timely conduct of special and planned audit assignments in order to provide assurance on internal controls and identify and evaluate risk related to IT systems.
- Undertakes the timely production of ICT internal audit and management reports in order to facilitate informed decision making.
- Evaluates the functionality, reliability, and performance of IT systems
- Able to conduct data extraction, analysis and security reviews utilizing appropriate tools.
- Undertakes any other duties as assigned



B. QUALIFICATIONS

- Full Grade 12 Certificate.
- Bachelor's Degree in Computer Science, Information Technology or its equivalent
- Member of a relevant professional body.
- Minimum 2 years' relevant job experience
- Able to write technical and analytical reports
- Able to communicate effectively in English
- Computer Literate
- Interpersonal skills.
- Confidentiality
- Integrity
- Numerical proficiency.
- Knowledge in system testing and information security
- ICT Audit Certification such as CISA or relevant is an added advantage
- 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.

3. Driver

A. KEY RESPONSIBILITIES

- Undertakes regularly the transportation of officers, materials and equipment in order to facilitate smooth operations
- Undertakes timely the preparation of accidents reports in order to facilitate decision making.
- Undertakes timely the completion of log books in order to enhance accountability for journeys.
- Undertakes timely the inspection of the vehicles under their charge in order to ensure their road worthiness.
- Undertakes effectively the cleaning of the vehicles in order to ensure their suitability for use
- Undertakes timely the reporting of vehicles faults in order to facilitate their resolution

B. QUALIFICATIONS

- Full Grade 12 Certificate
- Drivers' License class C
- Minimum 2 years' relevant job experience
- Ability to write reports
- Ability to communicate in English
- Basic Computer Literacy
- Trustworthy
- Confidentiality



- Interpersonal
- Initiative
- Alertness

If you feel you have the necessary qualifications and personal attributes for the job, please send your application letter together with Zambia Qualification Authority verified copies of your education and professional certificates and a detailed Curriculum Vitae (CV) Monday, 21st September, 2026 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

or email: jobs@zcsa.org.zm (***All attachments must be in one document***)

Only shortlisted applicants will be contacted.

