



WE ARE HIRING

Position: Head of Internal Audit

Reporting: Functionally to the Board Audit Committee and administratively to the Chief Executive Officer

Location: Harare/ Zimbabwe

Contract Type: Renewable Employment Contract /Part-time Seasonal Job

Background

As part of organisational re-structuring, UDCORP (“the Corporation”) is setting up an independent internal audit function which focuses on internal audit work only. The Corporation is seeking a highly qualified and experienced professional to fill the position of Head of Internal Audit. The successful candidate will be responsible for providing independent and objective assurance on the effectiveness of governance, general compliance, financial management, risk management, and internal control systems within the organization.

This is a *part-time seasonal job* with agile working conditions which requires the incumbent to:

- Conduct Internal Audits for a period of 1 to 2 weeks at least once per quarter.
- Attend and present audit assurance reports to Management at least once per month.
- Attend and present audit assurance reports to the Board Audit Committee at least once per quarter.
- Attend and present audit assurance reports to the Main Board at least once per annum.
- Conduct planned or ad-hoc internal audit work as assigned by the Board Audit Committee or the CEO

Key Responsibilities

The incumbent will be responsible for the following duties:

- Develop and implement the annual risk-based internal audit plan for the organization.
- Evaluate the adequacy and effectiveness of internal control systems, risk management processes, and governance frameworks.
- Conduct financial, compliance, operational, and performance audits across all departments.
- Provide independent advisory services to management and the Board on improving governance, internal controls, and operational efficiency.
- Prepare and present audit reports to the Board Audit Committee and Management.
- Monitor the implementation of audit recommendations and corrective actions.
- Ensure compliance with relevant laws, regulations, and professional internal audit standards.
- Liaise with external auditors, regulators, and oversight institutions where necessary.

Qualifications and Experience

- A Bachelor's Degree in Accounting, Finance, Auditing, Business Administration, or related field.
- A professional qualification such as CA, ACCA, CIA, CISA, or equivalent.
- Being a Certified Internal Auditor (CIA) will be an added advantage.
- At least 5 years' relevant experience in internal auditing, risk management, or finance.
- Strong knowledge of internal audit standards, corporate governance, and risk management frameworks.
- Experience working in public sector institutions or large organizations will be an added advantage.

Key Competencies

- Strong analytical and investigative skills
- Excellent leadership and team management abilities
- High level of integrity and professional ethics
- Strong report writing and communication skills.
- Ability to work independently and maintain professional objectivity.

Remuneration

- Position has a flexible number of full-time working days per month, and a competitive remuneration package shall be disclosed to short-listed candidates.

How to Apply

- Interested and suitably qualified candidates should submit their detailed Curriculum Vitae and Motivation letter strictly by email to vacancyaudit@udcorp.co.zw by end of day **25 March 2026**.