



# CITY OF MUTARE

## OFFICE OF THE TOWN CLERK

### VACANCY: INTERNAL AUDITOR: GRADE 10x1

Applications are invited from suitably qualified, experienced, self-motivated and task oriented individuals including contract employees to fill the above positions that have arisen within the Office of the Town Clerk.

#### **THE PERSON SPECIFICATIONS**

- 5 'O' Levels including Maths and English
- Bachelor's degree in Accounting/Auditing/Audit and Risk Management/equivalent (CISA,CIA,CIS,ACCA etc)
- 2 years' experience in internal Auditing or relevant field.

#### **DUTIES AND RESPONSIBILITIES**

- Audit Planning and execution.
- Leads audit teams in executing audits in the field.
- Conducts risk assessments based on the Council's risk registers.
- Establishes the procedures to be taken in conducting the audit in the field work.
- Conducts periodic stock and cash verifications as assigned from time to time.
- Conducts investigations and assurance in line with the audit plan.
- Assists in the formulation of the Audit plan and programme.
- Any other duties as delegated.

Applicants should submit six (6) certified hard copies of academic and professional certificates and their CVs to the office of the Town Clerk **no later than 13 June 2025.** Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

#### **"EQUAL EMPLOYMENT OPPORTUNITY"**

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**FACEBOOK:** The City of Mutare

**TWITTER:** @CityOfMutare

**WEBSITE:** [www.mutarecity.org](http://www.mutarecity.org)

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**MUTARE**

**K. B. CHAFESUKA**  
**TOWN CLERK**