



# CITY OF MUTARE

## OFFICE OF THE TOWN CLERK

### VACANCY: PRINCIPAL INTERNAL AUDITOR: GRADE 12x1

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)
- 3 years' experience in internal Auditing.

#### **DUTIES AND RESPONSIBILITIES**

- Conducts system audits in line with the audit programme.
- Conducts the first level review for the audit reports from the field teams
- Assists in the preparation of the three-year rolling strategic Audit plan and the annual audit plan.
- Ascertains the adequacy and efficiency of controls for safeguarding the Council's assets and where appropriate verifies their existence.
- Prepares the control log through identification and maintenance of a risk log
- Assists in the interpretation of new standards and regulations prevailing in the current period.
- Ensures adequate resourcing to enable the function to discharge its mandate
- Appraises the effectiveness and application of administrative financial controls and reliability of data developed within Council and making recommendations thereto
- 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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K. B. CHAFESUKA  
**TOWN CLERK**