



CARE COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified, experienced, motivated and reliable individuals to join our growing team of professionals for the position of **Internal Auditor** at Care Cooperative Savings and Credit Society Limited (CareCoop).

ORGANISATIONAL PROFILE

CareCoop is a member driven Savings and Credit Society Organization (SACCO) registered under the Ministry of Small and Medium Enterprises Development. The organization has experienced phenomenal growth in the last few years and now seeks to fill the following position;

1. Internal Auditor

Main Purpose of Job

The Internal Auditor will be responsible for evaluating the adequacy and effectiveness of internal controls, risk-management practices, and governance processes across the institution. The ideal candidate is expected to demonstrate strong analytical skills, professional skepticism, and a thorough understanding of operations and regulatory requirements for institutions in the financial sector.

Key Responsibilities

- Conduct risk-based internal audits in line with the institution's audit plan.
- Review the effectiveness of internal controls, financial reporting processes, and compliance with relevant laws and regulations.
- Identify control deficiencies, operational inefficiencies, and areas of risk exposure.
- Prepare clear, concise audit reports with actionable recommendations.
- Follow up on audit findings to ensure timely implementation of corrective actions.
- Assist in the development of the annual audit plan by assessing emerging risks.
- Collaborate with management and other stakeholders while maintaining independence and objectivity.
- Stay updated on regulatory changes, industry trends, and best practices in internal auditing.

Experience and Skill

- The Candidate must possess a minimum 3 years of experience in internal audit, risk management, or a related financial control role within a financial institution or a similar organization.
- Experience with regulatory compliance and risk management frameworks is a plus.
- Strong knowledge of financial regulations, internal controls, and audit procedures.
- Proficiency in data analysis tools (e.g., Excel, ACL, IDEA) and understanding of IT systems.
- Excellent analytical, communication, and problem-solving skills.
- High level of integrity and ability to handle confidential information.
- Ability to work independently and as part of a team.

Qualifications

- Grade 12 School Certificate with a minimum of five (5) 'O' Levels (Credit or better)
- Bachelor's degree in accounting, or Professional certification such as ACCA, CA Zambia, CIA.
- Member of a related professional body i.e., Zambia Institute of Risk Management (ZIRA).

TO APPLY

Interested and qualified candidates should email their application letters with CVs as a single document in PDF to jobs@carecoop.co.zm. The closing date for receiving applications shall be **Friday 5th December 2025**, the subject line for the email must be 'Internal Auditor'. Applicants must provide daytime contact numbers and three (3) traceable referees.

Only shortlisted-listed candidates will be contacted.

CARE COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER.