



ZAMBIA CARGO & LOGISTICS LIMITED

Mukuba Depot

Plot No. 237, Kurasini Area
Near Dock Yard
P.O Box 105638, Dar es
Salaam, Tanzania

Phone: +255 22 2851471/4
Fax : +255 22 2851640
Email: info@mofed.co.tz

EMPLOYMENT OPPORTUNITY

POSITION DETAILS

Job Title	Risks and Compliances Manager
Company	Zambia cargo and Logistics Limited
Department	Chief Executive officer
Vacancies	1
Salary	Competitive package
Posted on	08/01/2024
Last date	15/01/2024

About us

Zambia Cargo and Logistics Limited is a freight and forwarding service provider wholly owned by the Government of Republic of Zambia under the Industrial Development Corporation Group of companies in Lusaka, Zambia

About the Job

1. The Risk and Compliance manager will be responsible for supporting and establishing robust controls on Compliance policies. He/she will ensure compliance policies align with Enterprises Risk Management Framework (ERMF) of the Company. He /She will be involved in providing compliance support in conducting risk assessment, implementation and maintaining compliance risk management processes and methodology.

2. Key Responsibilities

1. Prepare Risk Management Plan (RMP's) for compliance policies and conduct consultation sessions with the business in all compliance policies and standards;
2. Conduct gap analysis and Perform verification checks on compliance policies;
3. Ensures that policy requirements are socialized, discussed, and reviewed;
4. Tracking changes in compliance policies controls and Conduct training on compliance policies;

5. Drive Business Areas compliance to compliance policy requirements;
6. Ensure Policies / Standards are reviewed timeously, material changes are consulted on and localized and socialized in Business;
7. Identify gaps and areas of improvement on compliance Policies/Standards and ensure the gaps are addressed timely;
8. Ensure that reporting obligations against policy requirements are fulfilled and provide guidance on the requirements of compliance policies and use of document templates.
9. Maintain an up to date and comprehensive compliance register of all Policies and related Standards, and Monitor Policies and related Standards lifecycles;
10. Develop and coordinate implementation of the organization risk management policy and process.
11. Perform a risk assessment by analyzing current risks and identifying potential risks that are affecting the companies;
12. Coordinate the set up and maintenance of a Risk Register and other risk information with clearly defined risk categories and risks.
13. Investigate irregularities and non-compliance issues.
14. Design and implement an early warning or trigger system for breaches of the company's risk appetite or limits.

3. Minimum Acceptable Qualifications:

1. Bachelor's degree in Accounting, Business, or closely related area, and five years of professional auditing experience, including three years of supervisory experience,
2. Professional qualification including either Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Risk Management Professional (CRMP).
3. Effective oral and written communication skills.
4. Computer skills.

5. How to Apply:

1. Send the cover letter and your email subject must read "**Application of Risk & Compliance Manager**"
2. Attach your CV and copies of your certificates to recruits@zamcargo.co.tz

Deadline for application: 15th January 2024.

Note: Only shortlisted candidates who meet the criteria shall be contacted.

A Member of the IDC Group of Companies





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EMPLOYMENT OPPORTUNITY

POSITION DETAILS

Job Title	Internal Auditor
Company	Zambia cargo and Logistics Limited
Department	Audit
Vacancies	1
Salary	Competitive package
Posted on	08/01/2024
Last date	15/01/2024

About us

Zambia Cargo and Logistics Limited is a freight and forwarding service provider wholly owned by the Government of Republic of Zambia under the Industrial Development Corporation Group of companies in Lusaka, Zambia.

1. Key Responsibilities:

- i) Develop and execute comprehensive internal audit plans to assess the effectiveness of internal controls, risk management, and compliance with regulatory requirements.
- ii) Conduct independent audits of financial statements, operations, and systems to identify areas of risk, weakness, or inefficiency.
- iii) Evaluate the adequacy and effectiveness of internal controls and recommend improvements to mitigate risks and enhance operational efficiency.
- iv) Review and assess compliance with company policies, procedures, and applicable laws and regulations.
- v) Prepare clear and concise audit reports, highlighting findings, recommendations, and action plans for management.
- vi) Collaborate with cross-functional teams to provide guidance on internal control best practices and ensure compliance throughout the organization.
- vii) Stay updated with industry trends, regulatory changes, and emerging risks to continuously enhance the internal audit function.

2. Qualifications and Skills:

- i) Bachelor's degree in Accounting, Finance, or a related field. A professional certification such as CIA, CPA, CIMA or ACCA is strongly preferred.
- ii) Proven experience of at least five (05) years in internal auditing, preferably in the logistics or transportation industry.
- iii) In-depth knowledge of internal control frameworks, risk management methodologies, and audit standards (e.g., COSO, IIA standards).
- iv) Strong understanding of financial accounting principles and practices.
- v) Excellent analytical and problem-solving skills, with the ability to think critically and provide practical recommendations.
- vi) Proficient in using audit software and tools for data analysis.
- vii) Exceptional communication skills, both verbal and written, with the ability to present findings and influence stakeholders at all levels.
- viii) High level of integrity, professionalism, and ethical conduct.
- ix) Ability to work independently, prioritize tasks, and meet deadlines.

How to Apply:

1. Send the cover letter and your email subject must read "***Application of Internal Auditor***"
2. Attach your CV and copies of your certificates to recruits@zamcargo.co.tz

Deadline for application: 15th January 2024.

Note: Only shortlisted candidates who meet the criteria shall be contacted.