



## EMPLOYMENT OPPORTUNITIES

### RE-ADVERTISED

THE ANTI- CORRUPTION COMMISSION WHOSE MISSION IS TO EFFECTIVELY PREVENT AND COMBAT CORRUPTION IN ORDER TO PROMOTE INTEGRITY, TRANSPARENCY AND ACCOUNTABILITY FOR SUSTAINABLE DEVELOPMENT IN ZAMBIA INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITION:

### HEAD INTERNAL AFFAIRS - 1

#### **JOB PURPOSE**

- To manage the investigation of suspected corruption, fraud and other malpractices within the Commission in order to determine appropriate action in upholding integrity and ethics.

#### **Principal Accountabilities**

- To manage effectively the collection of intelligence information on suspected corrupt practices within the Commission in order to determine their credibility and appropriate action;
- To manage effectively the Investigation of cases authorised by the Office of the Director General in order to determine appropriate action;
- To manage effectively the review of cases being handled by officers and timely allocate resources for investigations.
- To maintain updated records on Asset declarations by Commission staff.

#### **Qualifications**

- Full Form V /Grade Twelve (12) Certificate;
- Bachelor's Degree in any Social Science;
- Eight (8) years of relevant pre-job work experience, two (2) of which should be at Management level;

- Ten (10) years' experience in any of the following: Compliance; Fraud investigations; Legal Practice; Audit, General Criminal Investigations, Accountancy or Corruption related field;
- General knowledge of relevant computer applications;
- Aged between 35 and 45 years old.

**Skills/ attributes**

- Excellent written and oral communication skills;
- Interpersonal skills;
- Analytical skills;
- Report writing skills;
- Investigative skills.
- Pleasant, friendly personality but firm and assertive;
- High level of integrity;
- Principled and well cultured;
- Innovative and adaptive.

***This position is not open to serving Officers of the Anti-Corruption Commission***

Applicants meeting the above requirements should submit their application letters with copies of Educational and Professional Certificates, Detailed Curriculum Vitae including three [3] Traceable Referees and daytime contact telephone numbers to the following not later than **10<sup>th</sup> January, 2025**;

**The Acting Director General  
Anti-Corruption Commission  
P.O Box 50486  
LUSAKA**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

***"SAY NO TO CORRUPTION"***