



CALL FOR APPLICATIONS FOR CONSULTANCY AND EXTERNAL AUDIT SERVICES

Background

Kitwe Vocational Training Centre (KVTC) is a public training institution under the Ministry of Technology and Science. It was established in 1998 through the provisions of the TEVET Act No. 13 of 1998.

The Centre has a two tier management structure made up of a Management Board and Secretariat. The Management Board is responsible for strategic direction and provides overall policy direction. It is appointed by the Minister of Technology and Science and is headed by the Board Chairperson. The Secretariat part which is responsible for the day to day operations of KVTC is headed by the Principal.

The Centre provides technical, vocational and entrepreneurship training in accordance with Government policies and applicable legislation.

KVTC is funded through government grants, student tuition fees, commercial activities and other approved income sources. In fulfilling its mandate, the Centre is required to maintain proper books of accounts and prepare annual financial statements that comply with the applicable financial reporting framework.

To enhance accountability, transparency and good governance in the management of public resources, KVTC intends to procure the services of an independent local external audit firm to audit its financial statements.

Specific Objectives of the Audit

The Consultant shall:

- Audit the annual financial statements.
- Review compliance with applicable legislation.
- Evaluate internal control systems.
- Assess the adequacy of financial management practices.
- Review procurement transactions.
- Review revenue collection systems.
- Review expenditure management.
- Verify assets and liabilities.
- Assess risk management processes.
- Performance Audit
- Issue an independent audit opinion together with a Management Letter.

Scope of the Assignment

The Consultant shall perform, but not be limited to the following

ties:

- Financial Audit
- Review of Internal Controls
- Compliance Audit
- Verification
- Risk Assessment

4. Deliverables

The Consultant shall submit the following:

- Inception Report/Audit Planning documents within one week of contract commencement detailing understanding of the assignment, audit methodology, audit work plan, risk assessment and staffing schedule.
- Draft Management Letter containing audit findings, Internal control weaknesses, non-compliance issues, risk implications, recommendations, Management responses and agreed Management action.
- Draft Audit Report including audit opinion, basis of opinion and significant audit findings.
- Final Audit Report incorporating agreed Management comments.
- Final Management Letter containing agreed recommendations and action plans.

5. Duration of the Assignment

The duration of the audit assignment shall be as specified in the Contract Agreement and shall commence upon contract signature.

6. Required Qualifications

The Consulting firm shall:

- Be legally registered in Zambia.
- Hold a valid practicing license issued by the Zambia Institute of Chartered Accountants (ZICA).
- Have at least five (5) years' experience in external auditing.
- Demonstrate experience in auditing public sector institutions or Government projects.
- Provide reference letters on experience in auditing public sector institutions anywhere in Zambia.
- Have proven experience in applying International Standards on Auditing.
- Have adequate professional indemnity insurance where applicable.

7. Payment Schedule

Payments shall be made in accordance with the signed contract upon satisfactory completion and acceptance of the agreed deliverables.

Application and Deadline:

Interested applicants who meet the requirements are invited to apply, attaching the required supporting documents, to the Principal, Kitwe Vocational Training Centre, Plot 4968, Off Government Road, Chimwemwe, Kitwe or email to kvtechro@gmail.com and copy chrispinkakoma23@gmail.com cell no +260960398541/+260968219884

Deadline for submission of applications is 25 September 2026. Applications submitted after the specified deadline and incomplete applications will not be considered.