

ZAMBIA CONGRESS OF TRADE UNIONS (ZCTU)

INVITATION FOR EXPRESSION OF INTEREST: EXTERNAL AUDIT SERVICES

The Zambia Congress of Trade Unions (ZCTU) invites reputable Audit firms to submit expression of interest to carry out the external audit of its financial statements. We are seeking a partner that demonstrates the highest level of professional excellence and compliance.

KEY POINTS FOR CONSIDERATION

Applicants must demonstrate the following in their submission:

Professional Registration: must be a registered audit firm with a valid practicing license from the Zambia Institute of Chartered Accountants (ZICA).

IFRS Expertise: Proven ability to apply International Financial Reporting Standards (IFRS) or IFRS for SMEs as applicable to the organisation's size and nature.

Audit Objectives & Scope: Capacity to clearly define audit objectives and determine a comprehensive scope of work, ensuring all statutory and organizational requirements are met.

Collaboration & Timelines: Willingness to work hand-in-hand with the director of Finance to meet strict reporting deadlines and deliver timely audit opinions.

Track Record: A historical background of auditing reputable local and international organisations, with no record of professional misconduct of "bad history".

Statutory Compliance: Must be in "good books" with all statutory requirements, including valid Tax Clearance and NAPSA Compliance certificates.

Core Professional Values: Evidence of high levels of integrity, independence, objectivity, confidentiality, and professional competence.

Approach and Methodology: A fair, impartial, and unbiased approach to the audit process, focused on offering value-added solutions and professional advice.

Resource Readiness: Possession of the necessary skill, planning capabilities, and personnel (Managers/Seniors) ready to perform the assignment with technical proficiency.

SUBMISSION REQUIREMENTS

Interested applicants should submit a "convincing application" including:

- i. Firm profile detailing experience and key personnel.
- ii. Relevant supporting documentation (ZICA License, PACRA Certificate, Tax Clearance, etc).
- iii. Technical proposal outlining the proposed audit methodology and timeline.

How to apply

Applications should be addressed to the Secretary General and submitted not later **20th May 2026**

PHYSICAL ADDRESS

Zambia Congress of Trade Unions Head Office

Solidarity House, Plot No. 9026, Buluwe Road, Woodlands

P O Box 31146, Lusaka Zambia

Email submission: infor@zctu.org

Contact No: 0966904029/ 0977823950

Note: Only shortlisted applicants will be contacted for physical interviews.