

VACANCY

The Infrastructure and Development Bank of Zimbabwe (“the IDBZ/the Bank”) is a national Development Finance Institution (DFI) that supports infrastructure and development across all sectors of the economy. Its infrastructure focus is on Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy. As part of its developmental mandate, the Bank offers financial or technical assistance to undertakings of all enterprises in furtherance of the National Development Agenda. As such, the Bank promotes the infrastructure value chain, agri-businesses, mining, export-oriented businesses, metals production, and the manufacturing sector. The Bank’s purpose is to uplift the livelihoods of all Zimbabweans through development financing.

The objectives of the Bank are:

- to promote economic development and growth, and to improve the living standards of Zimbabweans, through the development of infrastructure including, but not limited to, roads, dams, water reticulation, housing, sewerage, technology, amenities and utilities;
- to develop institutional capacity in undertakings and enterprises of all kinds in Zimbabwe; and
- to support development projects and programmes in all sectors of the Zimbabwean economy.

The objectives will be achieved through all or any of the following means:

- providing capital for the expansion or modernisation of existing infrastructure, undertakings and enterprises or the creation or development of new infrastructure, undertakings and enterprises;
- mobilising internal and external resources from the public and private sectors;
- facilitating the participation of the private sector and community organisations in development projects and programmes;
- appraising, planning and monitoring the implementation of development projects and programmes; and
- providing technical assistance regarding the identification, preparation, evaluation, financing, implementation and management of development projects and programmes; whether by itself or in co-operation with international, regional, or national organisations or bodies.

The Bank has undertaken and/or supported several housing development projects some of which are Marimba, Waneka, Wilsgrrove, Bulawayo Students Accommodation Complex and Sumben to fulfil some of the Bank’s objectives.

To effectively execute its mandate, the Infrastructure and Development Bank of Zimbabwe (“the IDBZ”/ “the Bank”) wishes to engage the services of a Chief Internal Auditor (Consultant). The Consultant shall be expected to conduct project reviews starting with Waneka Phase III Housing

Development Project. The reviews will entail performing technical evaluation of infrastructure projects at various stages of development and reviewing the related activities, works and services.

CHIEF INTERNAL AUDITOR (CONSULTANT)

1. **Project: Waneka Housing Development Phase III**

The Infrastructure and Development Bank of Zimbabwe (“IDBZ”/ “the Bank”), in partnership with the City of Harare and through a Special Purpose Entity Waneka Properties (Private) Limited (“Waneka”), and in collaboration with the Ministry of National Housing and Social Amenities (“MoNHSA”), is constructing two blocks of flats consisting of forty-eight (48) two-bedroomed units identical to existing blocks at Stand 20123 in Graniteside, Harare. The Bank engaged Promanint International as Project Managers for Waneka Phase III Project. The partnership previously developed phases I and II of Waneka which were successfully completed.

A new contract with Hualong (Pvt) Ltd for Waneka Phase III was signed on 29 March 2022 and the project was handed to the contractor on 12 April 2022. The contractual completion date was 12 February 2023 which was further revised to 30 April 2024.

Construction of Blocks 1 and 2 have been completed. However external works relating to the following are still outstanding:

- electricity connection from the substation to meter boards on Blocks 1 and 2,
- water connection to Blocks 1 and 2,
- rectification of snags and
- roads and car parks.

All these works are at 95% or above.

2. **Location of the assignment:**

The Infrastructure and Development Bank of Zimbabwe
IDBZ House
99 Gamal Abdel Nasser Road, Harare
Harare, Zimbabwe

3. **Scope of Works and Objectives**

The Consultant will be required to conduct technical infrastructure projects reviews throughout the project phases i.e. from project identification to project completion. This will include among others:

- Plan and execute risk-based and value for money (VFM) project audits, identify weaknesses or potential savings, and agree-on action plans to address the issues identified.
- Ensure governance of Bank projects conform to agreed standards, procedures and project management lifecycle, and documenting deviations and areas of concern.



- Ensure that all payments made were properly accounted for and paid following the confirmation of works done and /or supply of goods.
- Review methodologies and management reports that reflect current project status and ensure reasonableness of projections to completion are properly reported.
- Review of the change / variation orders to determine if correct procedures were followed.
- Comprehensive review of bill of quantities and validation of interim payment certificates.
- Review engagement of subcontractors, suppliers as well as consultants, if any, to ensure contracts were awarded as per relevant procedures and best practice.
- Identify and review processes in place for monitoring the performance of the project.
- Confirm that validation and certification of interim payment certificates were done in line with standard and approved procedures.
- Conduct project-site visits, identify project risks, as well as recommend solutions in line with best practices for capital project delivery.
- Verify that all unused construction materials were properly accounted for
- Perform any other duties relevant to review of infrastructure and development projects.

The activities shall include the following:

- Understanding nature of project and conducting exhaustive risk mapping of the project
- Document identified project risks, gaps, and propose adequate controls or new requirements.
- Review of contract documents
- Review construction inspection tasks and procedures.
- Review of the change orders
- Comprehensive review of bill of quantities and interim payment certificates.
- Confirm that all payments made to suppliers, sub-contractors and Consultants were properly accounted for and paid following confirmation of works done and/or supply of goods.
- Review the process in place for monitoring the performance of sub-contractors and make recommendations.
- Project-site visit
- Internal Quality Review
- Perform reconciliation of all unused material and comment on how they originated.
- Discuss findings, propose recommendations, and best practices.
- Handover of deliverables and supporting materials.

4. Milestones and Deliverables

S/N	Deliverable	Period in Weeks after Notice to Proceed (NTP)
1	Risk Assessment Report/Inception Report	2
2	Draft Final Report	6
3	Final Report	8

The Consultant will be expected to produce a detailed final report highlighting the findings, both positive and negative, which must be backed by adequate, factual, and relevant evidence.

The assignment should be completed within eight (8) weeks.



5. **Required Qualifications, Experience and Skills**

- BSc Degree in Building Sciences, Civil Engineering, Quantity Surveying or Architecture or other related qualification
- Master's Degree in Finance and or recognised post graduate certification in project administration or project management such as PMP or PRINCE2 certification would be added advantage.
- At least 5-8 years' experience of construction management and/or audit experience working in the construction industry or commercial projects
- The candidate must have the ability to read, understand and review construction plans, contracts and specifications.
- Ability to multitask, prioritise, and work under pressure to meet established deadlines.
- Must be proficient with all Microsoft Office packages.

6. **Reporting Lines**

- The Consultant shall report directly to the Head – Internal Audit, and shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware of to the Head – Internal Audit.
- The coordinator for operational issues during implementation of the assignment will be the Head of Internal Audit.

7. **Responsibilities of the Client:**

- Shall provide all the required information by the Consultant.
- The Client will provide office space, WiFi access through a Guest Password(s), landline phone and all documentation relevant to the project review as per the Consultant's request.

8. **Format of Reports**

All reports comprising Risk Assessment Report, Draft Final Report and Final Report shall be submitted in the following format and quantities:

- 3 X Bound Hard Copies of each report shall be submitted to Head - Internal Audit.
- 1 X Electronic Copy of each report to be submitted to Head – Internal Audit.

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **Friday, 19 July 2024**. "Persons with disabilities and female candidates are strongly encouraged to apply".

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw. All applications should be addressed to:

Director - Corporate Services and Human Resources
IDBZ House
99 Gamal Abdel Nasser Road
Harare.

