



KENYA SCHOOL OF GOVERNMENT

EMPOWERING THE PUBLIC SERVICE

JOB RE-ADVERTISEMENT

PRINCIPAL INTERNAL AUDITOR

The School seeks to hire a highly qualified professional for the position of a **Principal Internal Auditor**. The appointee will report to the Internal Audit Manager.

Duties and responsibilities

The successful candidate will be required to:

- i. Prepare Audit Reports for areas audited as per the approved Annual work plan for review by the Internal Audit Manager
- ii. Develop Risk based Annual audit plans detailing the scope, nature and timing of audit activities
- iii. Supervise and mentor staff working under him/her
- iv. Develop and design an audit test and programs in consultation with Internal Audit Manager
- v. Carry out internal Audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures
- vi. Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management
- vii. Participate in the preparation of quarterly reports to the Audit and Risk Management Committee and ensure the reports are timely
- viii. Identify key areas of risks within the School and propose controls to mitigate the risks
- ix. Monitor reviews and follow-up on agreed audit recommendations logged from previous audit and
- x. Perform any other duties assigned by the Internal Audit Manager.

Skills and Qualification

The ideal candidate for the position of Principal Internal Auditor will be an individual with:

- i. Nine (9) years' experience of which at least three (3) years should be in position of a Senior Internal Auditor or equivalent in a similar organization
- ii. A Master's Degree in Business Administration or equivalent from recognized institution
- iii. A Bachelors' degree in any of the following disciplines: - Commerce/ Business Administration or equivalent qualification from a recognized institution
- iv. Certified Public Accountant, CPA(K)
- v. A Certified Internal Auditor (CIA) and a member of Institute of Internal Auditors
- vi. A Management Course lasting not more than four weeks from a recognized institution
- Vii. A Certificate in computer application skills from a recognized institution and
- Viii. An outstanding professional competence in audit work as reflected in work performance and results.

If you believe your qualifications meet the above set criteria, please submit your application together with updated , curriculum vitae and copies of certificates to the address indicated below in both hard and soft copy so as to reach us on or before 21st September, 2017. Kindly indicate the job title on the envelope as well as quote the job title on the email subject. Only shortlisted candidates will be contacted for interviews.

**The Director General
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