



KENYA SCHOOL OF GOVERNMENT
Empowering the Public Service
Department of Consultancy Services

EMPLOYMENT OPPORTUNITY
MANAGER AUDIT, RISK AND COMPLIANCE

Our client, Nyeri Water and Sanitation Company (NYEWASCO) was established as a Limited Liability Company under the Water Sector Reforms enshrined in the Water Act of 2016 with the mandate to provide high quality water and sanitation services to the people of Nyeri Central Sub County and its environs. The Company has a functional organizational structure, and has a well-defined strategic direction that is encapsulated in her vision and mission statements.

Nyeri Water and Sanitation Company seeks to recruit a highly motivated, visionary, dynamic and result-oriented candidate to fill the position of **Manager Audit, Risk and Compliance**. The detailed job description is presented below:

JOB DESCRIPTION FOR MANAGER AUDIT, RISK & COMPLIANCE

Job Title	Manager Audit, Risk and Compliance
Grade	NW03
Corporation/Organization	Nyeri Water and Sanitation Company Limited
Directorate	Managing Director's Office
Department	Audit, Risk and Compliance
Division	N/A
Section / Unit	N/A
Location / Work Station	NYEWASCO HQ - Nyeri Town
Reporting Relationships	
Reports to	Audit, Risk and Governance Board Committee (Functionally) Managing Director (Administratively)
Direct Reports	Senior Officer - Audit, Risk and Compliance
Indirect Reports	Officer I - Internal Audit Officer I- Risk and Compliance

Job Purpose

Provide leadership in the provision of an independent, objective assurance and consulting service to the Nyeri Water and Sanitation Company Limited's Board of Directors and Management designed to add value through the systematic evaluation of the organizations processes and operations in order to assure the effectiveness and efficiency of compliance, internal control, risk management and governance processes.

Key Responsibilities/ Duties / Tasks**I. Managerial / Supervisory Responsibilities**

- a. Coordinate the execution of a Risk Management Policy and strategies and ensure the company has a robust system and process of accountability, risk management, internal controls, business continuity and succession management.
- b. Spearhead the development of a comprehensive companywide internal auditing strategy, function and practice adhering to auditing standards and regulatory requirements.
- c. Guide the audit project teams and audit tasks in order to carry out a comprehensive review of internal controls, risk analysis and compliance status by engaging with other functions in NYEWASCO like technical, finance and information technology to facilitate audits.
- d. Oversee development and implementation of Internal Audit systems, techniques, procedures and guidelines;
- e. Co-ordinates the development of an annual audit work plan based on a preliminary review of risk profiles of respective Departments;
- f. Oversee preparation of annual Departmental budget and procurement plan.
- g. Oversee the prudent utilization of the resources allocated to the Internal Audit function to ensure the department has the necessary tools and skills.
- h. Guides the Planning and coordination when executing audits as per the approved internal audit work plan to assess controls, operational and technical efficiencies and compliance with laws, regulations, statutory requirements and organization policies and procedures;
- i. Coordinating the development and review the Audit and Risk Board Committee charter and the Internal Audit charter;
- j. Provide leadership and direction to the Internal Audit Department staff by communicating the department's vision, goals and strategies while inspiring and motivating team members.
- k. Guides the auditing teams and audit expertise by mentoring, coaching, developing, performance appraisals and identification of training needs of staff within the Department while encouraging their professional development.
- l. Overseeing execution of routine and special audits or investigations as may be required from time to time and make appropriate recommendations.
- m. Coordinate external audit activities by the Office of the Auditor General to ensure adequate audit coverage and to follow-up on implementation of their various audit recommendations.
- n. Spearheads the implementation of the Audit, Risk & Governance Board Committee charter and the Internal Audit charter;
- o. Monitor the timely implementation of the management actions recommended in the audit reports and reporting to the Audit, Risk & Governance Board Committee on actions taken by Management on audit findings.

- p. Establishes the highest standards of ethics across NYEWASCO, based on the principles of integrity, objectivity, competence and confidentiality.
- q. Primarily responsible for the risk assessment process, identifying and prioritizing key risks to NYEWASCO while formulating risk mitigation strategies in consultation with management.
- r. Guide in the preparation of audit findings, recommendations and overall effectiveness of internal controls to senior management and the Audit, Risk and Governance committee.

II. Operational Responsibilities / Tasks

- a. Implementing the auditing governance framework and procedures to attain long term auditing objectives.
- b. Carrying out of a risk based preliminary review of all areas of the organization to establish a risk based Audit work plan of action at the beginning of each financial year and present it to the Audit, Risk and Governance Board Committee for approval.
- c. Implementing the approved work plan, directly and through subordinates, by undertaking activities which include audit and compliance reviews, review of risk management and of quality management system activities and preparation of audit reports.
- d. Guiding Management and the Audit, Risk & Governance Committee of the Board on the oversight role of Audit through regular audits & reports; recommend and implement improvements to ensure appropriate control environment for risk exposures is minimized or controlled.
- e. Preparing and presenting the Internal Audit systems, techniques, procedures and guidelines for approval.
- f. Supervising the preparation of audit work programmes to ensure that execution of audit assignments is well planned and managed.
- g. Evaluating and providing reasonable assurance that risk management, internal control, and governance systems are functioning as intended and will enable the NYEWASCO's objectives and goals to be met;
- h. Reviewing and proposing companywide operational improvements to improve overall efficiencies and enhance internal controls.
- i. Providing an independent view during implementation of new projects, processes and systems to ensure their quality and compliance with the NYEWASCO's policies and procedures geared towards cost efficiency and enhancing value for money.
- j. Monitoring developments in various regulations, laws and developments that affect NYEWASCO to ensure up to date advice to management and the board.
- k. As secretary to the Audit, Risk and Governance Committee of the Board; organize, convene, prepare Board papers and record minutes of the boards meetings.
- l. Providing assurance of the effectiveness of the Company's internal control systems, risk management and governance processes.
- m. Stakeholder engagement by interacting with various stakeholders including senior management and the audit committee to discuss audit findings and recommendations.
- n. Promoting the culture of continuous improvements within the audit function by staying updated on emerging trends, regulations and industry best practice while proactively incorporate them into the audit procedures.
- o. Present audit findings, recommendations and overall effectiveness of internal controls to senior

management and the Audit, Risk and Governance committee in the form of a report.
Job Dimensions:
I. Financial Responsibility
<ul style="list-style-type: none"> a. Guides on the development of the department budget and recommends for approval. b. Ensures budget spending is within the provisions of the Public Financial Management Framework. c. Accounts for resources used within the department.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a. Laptops approximately worth KES 400,000 b. Assorted furniture approximately worth KES 500,000
III. Decision Making/ Job Influence
<ul style="list-style-type: none"> a. Strategic b. Managerial c. Operational
IV. Working Conditions
<ul style="list-style-type: none"> a. Office setting and field setting b. Local and international travel
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ul style="list-style-type: none"> a. Masters' degree in Commerce, Business Administration, Computer Science, Information Systems or any other relevant master's degree or equivalent qualification from a recognized institution. b. Bachelor's' degree in Commerce, Business Administration, Computer Science, Information Systems, Engineering or any other relevant degree or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> a. Certified Public Accountant of Kenya CPA(K) or Certified Chartered Accountant (ACCA) and Professional Certification as a Certified Information Systems Auditor (CISA) or equivalent b. Membership with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing and Membership with Information Systems Audit and Control Association (ISACA) or Institute of Internal Auditors (IIA) or the equivalent in good standing c. Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution will be an added advantage
Previous relevant work experience required.
Work experience of not less than nine (9) years, with four (4) years in a management position in the Public Service or other reputable organizations.
Functional Skills, Behavioural Competencies/Attributes:

- a. Leadership skills
- b. Policy Development
- c. Analytical, Problem Solving and Decision Making
- d. Performance Management
- e. Influencing, Persuasion and Negotiation
- f. Human Resource Management and Development
- g. Adhering to Organization Principles, Values and Diversity
- h. Resource Management
- i. Protocol and Diplomacy
- j. Proficiency in ICT
- k. Risk Management
- l. Team player
- m. Must fulfill the requirements of chapter six of the Constitution of Kenya
- n. Have demonstrated merit and ability as reflected in work performance and results.

APPLICATION PROCESS

- a. Applications are invited from suitably qualified candidates for the above position. Women, Youth and Persons with Disabilities and those from marginalized areas are encouraged to apply.
- b. Application should be accompanied by detailed Curriculum Vitae including contacts of three (3) referees who must be familiar with the candidate's previous work experience, day time mobile contacts, copies of National Identity Card, relevant certificates and other testimonials including the notice period required to take up appointment.
- c. Applications for the position should be sent via email or hand delivered to the address indicated below so as to reach on or before Tuesday, March 5th 2024 at 5.00pm, East African Time.

The Director
Kenya School of Government, Embu Campus
P.O Box 402-60100
Embu
Email: nyewasco.marcrecruitment@ksg.ac.ke

Please note only shortlisted candidates will be contacted for interviews. NYEWASCO is an Equal Opportunity Employer committed to diversity and gender equality. Persons with disability (PWDs), women and those from marginalized areas are encouraged to apply. Any form of canvassing will lead to automatic disqualification.

This advertisement may also be found on Kenya School of Government website: www.ksg.ac.ke or Nyeri Water and Sanitation Company website: www.nyewasco.co.ke