

TECHNICAL AUDIT MANAGER - KRBR148

Reporting to: General Manager Internal Audit

Employment type: Permanent

Work Station: Nairobi

Duties and responsibilities

- i. Developing Risk based Annual Audit Plans for ICT systems and Infrastructure Projects to support Corporation's Strategic Plan.
- ii. Ensuring timely implementation Audit Plans.
- iii. Reviewing of Audit Programs of ICT and Infrastructure Projects Audit Assignments
- iv. Ensuring effective execution of all Audit Assignments.
- v. Ensuring optimal resources allocation and effective supervision of Audit team during Audit Assignments execution
- vi. Liaising with Management and Auditees in the planning and conducting of Audit assignments
- vii. Reviewing Audit working papers, Audit evidence and Audit reports of the audit team to ensure that audit conclusions are consistent with audit objectives
- viii. Providing recommendations to Management based on audit findings to enhance and improve operations.
- ix. Coordinating and conducting entry and exit audit meeting/conferences with Management of the audited area to discuss findings, emerging risks and actions to address identified risks.
- x. Preparing Final Audit Reports and Audit Committee Board Papers
- xi. Following up on audit recommendations to confirm the adequacy of implementation of agreed action plan
- xii. Providing monthly progress reports and comparing audits performed against approved Annual Audit Plan.
- xiii. Identifying, implementing and benchmarking best practices in technical audit
- xiv. Ensure compliance to Internal Audit Policies and procedures
- xv. Determining, documenting, implementing and maintaining Quality Management System for the Audit function under your jurisdiction.
- xvi. Undertaking any other unscheduled Audit assignments as directed by Management.

b) Requirements:

- i) A minimum of ten (10) years in relevant work and at least three (3) years in a management role in a position in the Public Service or in the Private Sector.
- ii) Master's Degree in any of the following: Business Administration, Finance, Engineering, Information Technology or their equivalent qualification from a recognized Institution.
- iii) Bachelors' Degree in any of the following: Engineering, Information Technology or their equivalent qualification from a recognized Institution.
- iv) Be in possession of any of the following: - CPA (K), CISA, CFE, and CIA, or its equivalent and either.
- v) Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya) ISACA(K).Members of Institute of Engineers Kenya (MIEK), Valid Practicing license.
- vi) Certificate in Management/Leadership skills.
- vii) Proficiency in Computer applications.
- viii) Fulfilled the requirements of Chapter Six of the Constitution

PRINCIPAL CORPORATE AUDIT OFFICER - KRBR149

Reporting to: Corporate Audit Manager

Employment type: Permanent

Work Station: Nairobi

a) Duties & responsibilities

- i.** Leading specific audit teams during audit fieldwork and reviewing their work to ensure achievement of the audit objectives.
- ii.** Monitoring working papers, evidence and reports of the audit teams to ensure that audit conclusions are consistent with the evidence received and well-documented
- iii.** Championing implementation of departmental enterprise risk management framework and quality management system.
- iv.** Monitoring the progress of specific audit assignments and report on time taken to accomplished the assignment against allocated time.
- v.** Participating in preparation of quarterly audit reports to the Audit Committee of the Board;
- vi.** Mentoring and training audit staff.
- vii.** Analysing audit universe, Corporation risk registers to identify areas to be priorities in annual audit plan
- viii.** Developing Audit objectives and scope for audit assignments;
- viii.** Developing a comprehensive programme of engagement coverage for audit areas.
- ix.** Evaluating the audit test to confirm that they conform to acceptable standards, plans, budgets and schedules;
- x.** Conducting follow ups of implementation of audit recommendations and board resolutions in liaison with management to ensure timely implementation and closure of audit issues.

b) Requirements for the job

- i.** Master's Degree in any of the following: Business Administration, Finance or their equivalent qualification from a recognized Institution;
- ii.** Bachelor's Degree in Commerce (Accounting or Finance option) or other recognized equivalent qualifications;

- iii. Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya);
- iv. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA; A minimum Eight (8) years working experience, three (3) of which must have been in a supervisory role;
- v. Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in Computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution.

PRINCIPAL TECHNICAL AUDIT OFFICER - KRBR150

Reporting to: Technical Audit Manager

Employment type: Permanent

Work Station: Nairobi

a) Duties & responsibilities

- i) Analyzing audit universe, Corporation risk registers to identify areas to be priorities in annual audit plan
- ii) Developing Risk based Annual Audit Plans for ICT systems and Infrastructure Projects to support Corporation's Strategic Plan.
- iii) Reviewing Audit objectives and scope for audit assignments;
- iv) Reviewing of Audit Programs of ICT and Infrastructure Projects Audit Assignments.
- v) Developing a comprehensive programme of engagement to ensure coverage of audit areas.
- vi) Evaluating the audit test to confirm that they conform to acceptable standards.
- vii) Leading specific audit teams during audit fieldwork and reviewing their work to ensure achievement of the audit objectives.
- viii) Reviewing working papers, evidence and reports of the audit teams to ensure that audit conclusions are consistent with the evidence received and well-documented
- ix) Championing implementation of departmental enterprise risk management framework and quality management system.
- x) Monitoring the progress of specific audit assignments and report on time taken to accomplished the assignment against allocated time.
- xi) Participating in preparation of quarterly audit reports to the Audit Committee of the Board;
- xii) Mentoring and training audit staff.
- xiii) Conducting follow-ups of implementation of audit recommendations and board resolutions in liaison with management to ensure timely implementation and closure of audit issues.
- xiv) Ensure compliance to Internal Audit Policies and procedures

b) Requirements for the job

- ix) Master's Degree in any of the following: Business Administration, Engineering, Information Technology or their equivalent qualification from a recognized Institution.

- x) Bachelor's Degree in Engineering, Information Technology, or equivalent qualifications from a recognized institution.
- xi) Member of a professional body –Engineers Board of Kenya (EBK), Computer Society of Kenya (CSK), and or Institute of Internal Auditors of Kenya (IIA-Kenya); ISACA(K).
- xii) Be in possession of any of the following: CISA, CIA;
- xiii) A minimum Eight (8) years working experience, three (3) of which must have been in a supervisory role;
- xiv) Management course lasting not less than four (4) weeks from a recognized institution;
- xv) Engineering, Information Technology or their equivalent qualification from a recognized Institution.
- xvi) Proficiency in Computer applications;
- xvii) Fulfilled the requirements of Chapter Six of the Constitution.