



## DETAILED JOB DESCRIPTION

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### 1. TECHNICAL AUDIT MANAGER - KRBR164

**Reporting to:** General Manager – Internal Audit

**Employment Type:** Five (5) Year renewable Contract Subject to retirement age and performance

**Work Station:** Nairobi

#### **Duties and responsibilities**

- i) Determining the objectives and scope of audit and develop overall programme for approval.
- ii) Supervising and assigning resources to Audit teams and assigning tasks to achieve audit objectives.
- iii) Executing audit in accordance with Auditing standards.
- iv) Reviewing Audit reports from Audit teams to ensure quality and achievement of Audit objective.
- v) Liaising with Management and auditees in the planning and conducting of audit assignment.
- vi) Reviewing work papers, evidence and reports of the audit team to ensure that audit conclusions are consistent with the evidence received and well-documented.
- vii) Coordinating and conducting exit audit meeting/conferences with Management of the audited area to discuss findings, emerging risks and actions to address identified risks.
- viii) Following up on audit recommendations to confirm the adequacy of implementation of agreed action plan.
- ix) Providing monthly progress reports and comparing audits performed against approved Annual Audit Plan.

- x) Identifying, implementing and benchmarking best practices in Internal Audit.
- xi) Preparing Board Audit Committee papers and minutes, policies and procedures.
- xii) Monitoring the budget of internal audits.

### **Requirements for the job**

- i) Master's Degree in any of the following: Business Administration, Finance, Engineering, Information Technology or their equivalent qualification from a recognized Institution.
- ii) Bachelor's Degree in Business Administration, Finance, Engineering, Information Technology or their equivalent qualification from a recognized Institution.
- iii) Be in possession of any of the following: - CPA (K), CISA, CFE, CIA or its equivalent.
- iv) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- v) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vi) Member of a professional body – Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya).
- vii) Proficiency in computer applications.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

### **Skills and Competences**

- i) Strong written and oral skills.
- ii) Strong analytical and critical thinking and research skills,
- iii) Ability to maintain professional status and keep abreast with evolving internal audit trends through continuous education.
- iv) Demonstrated merit and ability as reflected in work performance and results.