



KOITALEEL SAMOEI UNIVERSITY COLLEGE
(A CONSTITUENT COLLEGE OF THE UNIVERSITY OF NAIROBI)

RECRUITMENT OF AN INTERNAL AUDITOR (GRADE 12)
ADVERT REF NO. KSUC/AD/1/12/2023
DATE: 26/12/2023

Koitaleel Samoei University (KSUC), is a Constituent College of the University of Nairobi and the first public university located in Nandi County founded in the year 2018 vide the gazette legal Notice No. 117. The University College embraces excellence, responsiveness, teamwork, justice, fairness and courage as its core values.

The university college vision is to be a “ A premier university nurturing quality talent and research for sustainable development” whereas the mission is “To nurture graduates with knowledge and academic integrity that stimulate innovative technology transfer through training, continuing education and community service for sustainable development”

The Role: Internal Auditor Grade 12.

Terms of Engagement: The terms of engagement for the advertised position shall be on permanent and pensionable terms.

Reports to: The Council/Principal

Qualifications and Core Competencies Required

The following qualification and core competences will be required;

- i) CPA (K) holder;
- i) A Master’s Degree in a relevant field such as Accounting Finance or equivalent;
- ii) A Bachelor’s degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent;
- iii) Three (3) years’ experience at the level of Senior Assistant Auditor grade 11 or its equivalent;
- iv) CISA/CIA holders will have an added advantage;
- i) Must be a registered member of ICPAK or an relevant professional body;
- ii) Evidence of exemplary work performance;
- iii) Team player;
- iv) Effective communication skills;
- v) Practical knowledge of ICT in relevant area is mandatory;
- vi) Posting of data into ACCPAC accounting software;
- vii) Proven accounting competence skills in Spreadsheet.

Duties and Responsibilities

- i) An Internal Auditor shall be in-charge of the audit section/unit.
- ii) Developing Audit Programs for the Audit assignments in the Audit Plan.
- iii) Conducting risk based internal audits as per the Audit Plan.

- iv) Preparing Quarterly Status reports;
- v) Ensuring that the internal controls are reviewed and documented on their effectiveness and adequacy;
- vi) Supervising the preparation of work programs to ensure that audits are planned and well managed;
- vii) Recommending mitigation measures to address identified weaknesses where necessary;
- viii) Constantly monitor the implementation of both internal and external audit recommendations by way of follow up audits and provision of status report on the unresolved audit issues;
- ix) Leading the audit team in performing other adhoc audit assignments relating to governance, risk management and control as appropriate;
- x) To supervise and appraise staff below him/her;
- xi) Ensure implementation of Audit policies and programmes in the University College;
- xii) Perform any other duties that may assigned by the supervisor.

How to Apply

- i) Interested candidates are advised to submit seven (7) hard copies of their application letters giving a detailed updated Curriculum Vitae and attach duly certified copies of academic, professional qualification, membership to professional bodies, and other supporting documents.
- ii) Contact three referees and request them to write a confidential letter of recommendation and send directly to the undersigned.
- iii) Send a soft copy of the application (as a running one pdf) to recruitment@ksu.ac.ke
- iv) Successful shortlisted applicants shall provide evidence of compliance with provision of Chapter 6 of the Constitution of Kenya with reference to Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission, Criminal Investigation Department and Credit Reference Bureau.

The application letters should reach the undersigned on or before, **January 16, 2024 at 1700 hrs.**
Addressed to:

**THE PRINCIPAL,
KOITALEEL SAMOEI UNIVERSITY COLLEGE (KSUC)
P.O BOX 5-30307,
MOSORIOT.
KENYA**

NOTE: Only shortlisted candidates will be contacted. KSUC is an equal opportunity employer and thus employees of either gender, ethnicity or persons with disability are encouraged to apply. Canvassing for this position shall result in automatic disqualification.