



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

**DIRECTOR, INTERNAL AUDIT/CHIEF INTERNAL AUDITOR GRADE: 15; DIRECTORATE OF INTERNAL AUDIT, ADVERT REF AC/12/276/23, 1 POST**

#### **Salary and benefits**

Basic Salary: Kshs 209,694-283,087  
House Allowances: Kshs 73,715

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

#### **Academic and professional:**

- a) Have a relevant Bachelor's Degree (Finance, accounts, business, commerce, administration or related field) from a university recognized in Kenya;
- b) Masters degree in Finance/Accounting or its equivalent
- c) ICPA(K)
- d) Be a member of a recognized Professional Accounting body.
- e) Be a member of IIA and in good standing;

#### **Experience and skills**

- a) 12 years' experience, of which 3 years should be at Deputy Director, Finance or equivalent.
- b) Have relevant qualifications and expertise in audit, financial management, or accounting with experience and knowledge in risk management;
- c) Have outstanding professional competence in Financial Management.
- d) Demonstrated high administrative capabilities.
- e) Computer literacy.

#### **Duties and Responsibilities**

The duties and responsibilities shall include but are not limited to:

- a) Advice management on the adequacy of internal control systems in place.
- b) Responsible for formulating risk based Annual Audit Plan in consultation with management and Audit and Risk Committee.
- c) Implementation of an Annual Risk based Audit Plan and other special audit assignment.
- d) Prepare audit reports for informed decision making by management.
- e) Facilitate the Audit and Risk Committee meetings on a quarterly basis.

- f) Carry out investigation of any suspected fraudulent activities within institution and report accordingly.
- g) Carry out follow-up audits on issues raised in the Management Letter by external auditors and the systems audit report.
- h) Carry out staff performance appraisal within the unit as per agreed time lines.
- i) Advise management on the reliability and integrity of financial and other management information systems.
- j) Ensure the University adheres to statutory, policies, procedures and regulatory requirements on financial management.
- k) Recommending effective control and enterprise risk management measures after performing various audits.
- l) Reviewing specific operations at the request of Audit Committee or management.
- m) Liaison with external Auditors to ensure that there is adequate follow up of audit queries.
- n) Overseeing implementation of the Directorate's Performance Contract.
- o) Carry out any other duties as specified by appointing authority.
- p) Any other duties as assigned by the Vice Chancellor from time to time.

## NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
  - a. Kenya Revenue Authority
  - b. Higher education Loans Board
  - c. Ethics and Anti-corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: [appstocouncil@uonbi.ac.ke](mailto:appstocouncil@uonbi.ac.ke).

**CLOSING DATE: TUESDAY, DECEMBER 26, 2023**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**