

Assistant Director, Internal Audit, KDIC 4

Gross salary: Consolidated (KDIC Scale 4)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Ensure the conformity to internal Audit policies and procedures to ensure conformance with the relevant Acts, Regulations and Standards;
- ii. Monitor the planning, implementation and execution of the annual audit work plan of the Directorate;
- iii. Monitor the review of controls safeguarding the Corporation's assets;
- iv. Review audit programmes and tests procedures
- v. Review audit working papers and evidence for audit assignments done;
- vi. Supervise staff in the directorate including completing performance appraisals and personal development for direct reports, in accordance with the established performance management system;
- vii. Prepare correspondences and respond/act as appropriate to both internal and external contacts to ensure timely feedback;
- viii. Ensure adherence to Internal Audit strategies, policies, procedures and standards by internal audit staff;
- ix. Monitor the execution of risk-based, value-for-money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the Corporation
- x. Review documentation of audit findings to ensure they are factual, relevant and objective with requisite recommendations for improvements.
- xi. Provide guidance on the utilization of automated tools in carrying out audit assignments;
- xii. Review internal audit reports to ensure that the audit evidence gathered supports the audit findings as documented;

- xiii. Facilitate follow- ups on the implementation of internal and external audit recommendations and report findings;
- xiv. Preparation of audit reports on performed audits;
- xv. Carry out continuous review of the audit tests/programs and processes to ensure that the audit scope is adequately covered and addresses the audit objectives;
- xvi. Draft briefs for presentation in senior management meetings on the audits carried out
- xvii. Initiate preparation of Board audit reports;

b) Requirements for Appointment;

- i. At least eight (8) years relevant work experience five (5) of which should have been at a Managerial level
- ii. Bachelor's Degree in Commerce (Accounting or Finance Option), Business Administration or Business Management (Accounting or Finance Option), Information Technology or any other related degree from a recognized University
- ii. Masters' degree in the same fields will be added advantage.
- iii. Full Certified Accountancy qualification in CPA(K), ACCA or equivalent qualification from a recognised institution;
- iv. Certified Information Systems Auditor (CISA).
- v. Member of Institute of Certified Public Accountants of Kenya (ICPAK), IIA, ISACA or any other relevant professional body, and be in good standing;
- vi. Management course from a recognised institution will be an added advantage;
- vii. Proficiency in computer applications;
- viii. Fulfilling the requirements of Chapter six of the Constitution of Kenya 2010