

ADVERT NO. NG-CDFB/008/2022: MANAGER, INTERNAL AUDIT - NG-CDF SCALE 3 (1 post)

a) Requirements for Appointment

For appointment to this position, a candidate MUST have:

- i. Bachelor's degree in any of the following disciplines: -Commerce (Accounting, Finance), Business Management/Administration, or equivalent qualification from a recognized institution;
- ii. Master's Degree in any of the following disciplines: -Commerce (Accounting, Finance), Business Management/Administration (Accounting/Finance), or equivalent qualification from a recognized institution;
- iii. Certified Public Accountant of Kenya (CPA-K) or its equivalent;
- iv. At least ten (10) years' work experience; four (4) of which must be in a relevant field at supervisory/management level;
- v. Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership certificate to the Institute of Internal Auditors (IAA) in addition to any other relevant professional body;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Proficiency in computer applications; and
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Manager, Internal Audit will report to the Chief Manager, Internal Audit and will be responsible for the following:

- i. Design and develop audit programmes for operational, governance and financial audits to ensure efficiency, effectiveness and compliance with the applicable laws and regulations;
- ii. Develop the department's Risk Based Audit Annual Work plan budget;
- iii. Manage and coordinate various audit activities towards the realisation of the departmental objectives;
- iv. Ensure the safe custody of relevant documents for submission to external auditors and other stakeholders as and when required;
- v. Prepare annual audit work plans in accordance with the risk assessment framework for the smooth running of the department;
- vi. Maintain high audit standards including adherence to plans, budgets and work schedules for compliance with applicable laws and regulations;
- vii. Evaluate the adequacy and timeliness of management's responses and ensure that corrective action is taken on significant audit recommendations;
- viii. Ascertain the adequacy of relevant policies of the Board i;
- ix. Review audit working papers to confirm adequacy and completeness;
- x. Provide audit summaries to the Chief Manager, Internal Audit for presentation to the Audit Committee of the Board; and
- xi. Any other duty as may be assigned by the Chief Manager, Internal Audit.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- I. Police Clearance (Certificate of good conduct);
- II. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;

- III. Clearance from Kenya Revenue Authority;
- IV. Clearance from Higher Education Loans Board (HELB);
- V. Clearance from a reputable Credit Reference Bureau.

NOTE

- I. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- II. Applications containing false information shall be disqualified.
- III. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- IV. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- V. Only shortlisted and successful candidates shall be contacted.
- VI. Canvassing in any form will lead to automatic disqualification.
- VII. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- VIII. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI