

ADVERT NO. NG-CDFB/015/2022: PRINCIPAL INTERNAL AUDITOR - NG-CDF SCALE 4 (4 posts)

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 (Accounting, Finance), or equivalent qualification from a recognized institution;
- ii. Master's Degree in any of the following disciplines: - Business Management/Administration (Accounting, Finance), Science in Finance, or equivalent qualification from a recognized institution;
- iii. At least eight (8) years' work experience; four (4) of which should be in a relevant field at supervisory management level;
- iv. Certified Public Accountant of Kenya (CPA K) or its equivalent;
- v. Membership to Institute of Internal Auditors (IIA) in addition to any other relevant professional body;
- vi. Membership to the Institute of Certified Accountants of Kenya (ICPAK);
- vii. Certificate in a Management course lasting not less than four (4) weeks from a recognized institution;
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- ix. Proficiency in computer applications; and
- x. Satisfy the requirements of Chapter 6 of the Constitution of Kenya

b) Duties and Responsibilities

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

- i. Assist in the development of the department's Risk Based Annual Work Plan budget and departmental procurement plan;
- ii. Give assurance on the implementation of the Fraud and Corruption prevention policy and other relevant policies of the Board in liaison with other stakeholders for transparency;
- iii. Review internal control systems on IT, financial and other operations and verify existence and safety of the Board's assets;
- iv. Prepare audit reports to management and the board, and subsequently follow up to ensure audit recommendations are implemented;
- v. Participate in review of the internal audit manual, audit charter, Audit Committee Charter and the organisational procedures manuals;
- vi. Undertake specific audit assignments that are in tandem with the approved annual work plan by the departmental head and prepare detailed audit observations and reports as required by the Board;
- vii. Maintain custody of relevant documents and avail them to external auditors and other stakeholders as and when required;
- viii. Review audit working papers, providing audit summaries to the Manager, Internal Audit for presentation to the Audit Committee;
- ix. Undertake timely performance/special audit investigations and forensic audits as and when need arises and
- x. Any other duty as may be assigned by the supervisor.

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