INTERNAL AUDITOR II


KNCHR invites applications from young, industrious, honest, self-driven and analytical individuals to fill One (1) Internal Audit II position in the Internal Audit department:

Position: Internal Audit II
Duration: Permanent and Pensionable
Duty Station: Nairobi with occasional travel
Gross Salary: Kshs. 100,250

Job Objective
This position is responsible for the implementation of internal audit policies, systems and procedures in line with the audit plan and to ensure that the commission’s internal control, risk management framework and governance processes are adequate to safeguard the organization’s resources

Key Duties
a) Assist in the formulation of internal control policies, systems and procedures to ensure that the commission’s resources are effectively safeguarded
b) Facilitate the implementation of internal control policies, systems and procedures to effectively monitor and control the resources of the commission
c) Prepare documentation i.e. working papers, planning memorandums and audit reports as required by management in line with the quality standards of the audit process
d) Conduct audit exercises and assurance in the commission to the prescribed scope within the audit process to ensure internal controls and procedures

e) Collect data on information systems and processes of the institution to be used in the validation of financial documents

f) Conduct impromptu cash verification within the commission to ensure that staff members are in adherence to the set internal control policies and procedures

g) Support external auditors during the commission’s annual audit exercise to ensure that the commission’s resources are safeguarded

**Key Qualifications and Competencies**

- Bachelor’s degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics, Economics or any other equivalent qualification from a recognized institution;
- Passed Part I of any of the following professional qualifications: Certified Public Accountants (K), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Association of Certified Chartered Accountant;
- 1 year of service, or similar experience in a comparable position from a reputable organization
- Knowledge of relevant legislation and professional standards
- Certificate in Computer Application Skills from a recognized institution; and
- Met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

*Please note that it is a criminal offence to provide false information and documents in the application.*

**KNCHR is an equal opportunity employer and qualified female candidates and Persons with Disabilities are encouraged to apply. Only shortlisted candidates will be contacted.**

If you possess the above qualities, please submit your applications either online, manually through the post office or by hand delivery, clearly indicating the position, and the Ref No. on both the cover letter and envelope, together with a detailed C.V, names and telephone contacts of three referees one of whom should be your immediate supervisor, to reach us by **20th June, 2017**.

The Commission Secretary
Kenya National Commission on Human Rights
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Nairobi.