



MINISTRY OF EDUCATION
STATE DEPARTMENT OF TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING
KISIWA TECHNICAL TRAINING INSTITUTE



Knowledge and Skills for better life
P. O. BOX 657 – 50200, BUNGOMA (KENYA)
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Email:kisiwainstitute@yahoo.com or principal@kisiwatech.ac.ke
Website:www.kisiwatech.ac.ke

Date: 14TH NOVEMBER 2022

When Replying please quote

Ref. No. KISTTI/P/ADVERT/7/2022

ADVERTISEMENT OF VACANT POSITION

Kisiwa Technical Training Institute (KISTTI) invites applications from qualified Kenyans for the following vacant position:-

| 1. Personal Information | | |
|---|---------------------------------------|------------------------|
| Job Title: Internal Auditor | Job Level: Job Group KISTTI 6. | No. of Posts: 1 |
| Department/ Section/Unit: Internal Audit | | |
| 2. Duties and Responsibilities of the Job: | | |
| <ol style="list-style-type: none">i. Coordinate the preparation of the audit budget to ensure sufficient allocation of resources critical for the timely implementation of the audit strategy;ii. Develop an annual programme of audit review work, to ensure audit reviews are done in a timely manner for quality management purposes and compliance to the relevant statutory requirements;iii. Present findings of audit reviews to management to assist in the development and implementation of strategies to address the issues/gaps identified;iv. Report to the Audit committee in relation to the adherence to the internal systems, Policies and procedures to avert risks that arise;v. Coordinate the application of a risk-based approach to review the institution's systems and controls to identify any gaps in the management of risks and recommend appropriate strategies;vi. Monitor the implementation of the board recommendations to ensure appropriate interventions are implemented for any challenges identified in the implementation;vii. Coordinate the training of users on risk management practices across the institution to ensure the organization is aware of the rules and regulations governing risk at all times; | | |

All Correspondence should be addressed to the Principal



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- viii. Conduct internal checks across all the institution departments in order to mitigate any arising risks that might expose the institution and prevent fraud;
- ix. Examine the payment documents to eliminate errors or fraud;
- x. Perform other duties that may be assigned from time to time by the College Management

3. Qualifications Knowledge and Skills:

- a) A Bachelor's Degree in Commerce (Accounting or Finance Option), Business Administration (Accounting Option) or Equivalent qualification from a recognised Institution;
- b) Institute of Internal Auditors Membership/ ICPAK Membership;
- c) Computer literacy;
- d) At least three (3) years working experience in a similar position;
- e) Age; 30- 45 years old.

In compliance to article six (6) of the constitution of Kenya, the successful candidates shall be required to provide:

- i. Valid Certificate of good conduct.
- ii. Valid Tax compliance Certificate.
- iii. HELB Clearance Certificate.
- iv. Clearance Certificate from Ethics and Ant Corruption Commission (EACC).
- v. Clearance Certificate from a recognized Credit Reference Bureau (CRB).

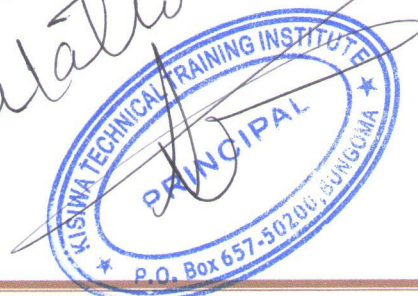
How to apply

Application Letter, Detailed Curriculum Vitae, Copies of Academic and Professional Certificates, National Identity Card or Passport, Testimonials and other relevant supporting documents should reach the undersigned not later than **9th December 2022, 5:00 pm.**

Secretary Board of Governors
Kisiwa Technical Training Institute
P.O Box 657-50200
Bungoma

Kisiwa Technical Training Institute is an Equal Opportunity Employer. Women, the Marginalized and persons living with disability are encouraged to apply.

Approved for circulation



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