



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

P O. BOX 1093-60200, MERU

TEL NO: 0716674848

Email: info@mukiriatechnical.ac.ke

WEBSITE: www.mukiriatechnical.ac.ke



RE-ADVERTISEMENT

Mukiria Technical Training Institute is a Government sponsored public institution. We are looking for a qualified person to fill the following position on contractual terms.

Position : Internal Auditor (1 Position) V/No. 2/2024

Position Grade: MTTI 10

Salary Scale : Kshs. 34,260x1,550-35,810x1,610x37,420x1,690-39,110x1,790- 40,900x1,870 - 2,770x1,980-44,750.

Allowances : House and commuter allowances shall be paid at the rate approved by the Board of Governors.

Terms : Three (3) years contract

Job Description

The successful candidate will be reporting administratively to the Senior Principal and functionally to the Audit, Risk and Governance Committee of the Board. The Internal Auditor shall on the overall set up and maintain sound audit management systems in the Institute.

Duties and Responsibilities:

- Developing and managing an integrated internal audit function covering all the areas of the operations;
- Reviewing and appraising the efficiency of all systems of controls including financial, operational and internal control systems and procedures;
- Preparing the annual audit programme and ensuring that it is effectively carried out;
- Periodically reviewing the suitability, reliability and use of management information produced within the Institute;
- Evaluation of business risks and systems of controls to provide value added recommendations;
- Analysing outcomes of audit activities, provide timely reports and follow up to ensure that recommendations are considered and implemented;
- Providing leadership in the co-ordination of external audits and ensuring that issues raised by the external auditors are addressed.



- h) Carrying out special audits and investigations (ad-hoc) as may be required from time to time and submit reports of the findings to the Board;
- i) Monitoring the efficiency of the operations of the Institute, identify areas that offer opportunities for improvement and make appropriate recommendations.
- j) Perform any other duties as may be assigned by the Board/Management from time to time.

For appointment to this position, an officer must have the following qualifications:

- a) Bachelor's degree in Commerce, Finance, Accounting or equivalent from a recognized institution;
- b) Certified Public Accountant III (CPA-K) or its equivalent from a recognized institution;
- c) Certificate in Computer proficiency from a recognized institution;
- d) At least three (3) years relevant experience in a similar position;
- e) Proven knowledge of auditing standards and procedures, laws, rules and regulations;
- f) Shown merit and ability as reflected in work performance and results.
- g) Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) will be an added advantage.

NOTE:

Mukiria Technical Training Institute is an equal opportunity employer, therefore, Women, Youths, Persons living with disabilities and the Marginalized are encouraged to apply.

Only shortlisted candidates fulfilling the required qualifications/experience will be contacted for interview via their mobile phone numbers and email address.

Canvassing in any form will lead to automatic disqualification.

NB: Those who had applied need not re-apply.

How to apply:

Qualified and interested individuals should send their application letter, detailed curriculum vitae, certified copies of academic and professional certificates and other testimonials with at least two professional referees addressed to

**The Senior Principal,
Mukiria Technical Training Institute
P.O. Box 1093-60200, MERU**

either by hand delivery or emailed to info@mukiriatechnical.ac.ke on or before **5th December, 2024.**

