



MAASAI MARA UNIVERSITY

Address: P.O. Box 861 - 20500, Narok, Kenya. **Location:** Narok, Kenya. **Telephone Number:** +254 20 5131400 **Email Address:** info@mmarau.ac.ke
Website: www.mmarau.ac.ke

VACANCY ANNOUNCEMENT

Maasai Mara University is a public University chartered in 2013. Our mission is to provide quality University education through innovative teaching, research and consultancy services for development. More details about the University can be found in our website www.mmarau.ac.ke.

In an effort to fulfill our mandate, Maasai Mara University seeks to recruit suitable candidates for the following positions.

REF: MMU/SIA/2022 - SENIOR INTERNAL AUDITOR, GRADE 13

Job specifications

For appointment to this position, a candidate must have: -

- i) A Master's degree in Accounting/Finance or in a relevant field from a University recognized in Kenya.
- ii) CPA Final (Certified Public Accountant)
- iii) Membership registration with ICPA(K)
- iv) Proficiency in relevant computer applications
- v) **Nine (9) years** auditing experience having served for at least a period of **three (3) years** as Internal Auditor I.
- vi) Demonstrated merit and ability as reflected in work performance and results.
- vii) Shown unquestionable integrity
- viii) Shown merit and ability in work performance and results.

Job Description

Reporting administratively to the Vice-Chancellor, the main duties will include:

- Formulation of audit plans and strategy to guide internal audit operations by leading audit teams in the execution of the audit plans
- Allocation of duties to and supervision of internal audit staff to ensure attainment of the goals as per the internal audit work plans and to ensure effectiveness of internal control systems and policies.
- Preparation of audit reports to document audit findings so as to guide decision making by the University Management and Council.
- Conducting risk assessment on various departments to guide in the implementation of the operational policies.

- Conducting performance appraisal for internal audit staff to ensure goals and objectives of the department are attained
- Preparation audit reports and plans to document audit findings so as to inform audit activities.
- Communicating with client's departments on audit findings, upcoming audit and results.
- Assessment of the training needs by the internal audit staff through conduct seminars in the university to address on the key audit issues encountered.
- Carrying out risk assessment for the departments/ sections of the university to determine and mitigate the risks faced by the departments.
- Conducting audit verification on university asset to ensure their proper usage.
- Development of internal audit policies and techniques to guide the operations of the internal audit operations.
- Offering secretariat roles to the audit committee of council through taking of minutes and making reports on the purpose of the meetings.
- Verifying that the documents for carrying out audit are attached to show that the expenditure are duly approved and charged to paper votes.
- Perform any other duties as may be assigned or delegated to you from time to time.

Salary Scale Senior Internal Auditor Grade 13

Basic Salary: Kshs.106,327

Salary Progression: Kshs.106,327 x 2992 – 112,312 x 3728 – 119,767 x 3725 – 127,614
x 4122 – 135,859 x 4121– 144,960 x 4,960 – 149,940 p.a.

House Allowance: ksh. 58,972 /=

Application Guidelines and Statutory requirements for the position(s)

- Applicants should attach to their ten (10) application letters copies of academic and professional certificates, testimonials together with a detailed curriculum vitae outlining academic and professional qualifications, experience, leadership and management roles, publications, awards, scholarships, funding attracted, membership to professional bodies, linkages and community service.
- Applicants must attach current clearance from HELB, EACC, KRA, DCI and CRB.
- Applicants are required to give names, addresses and contacts of three (3) referees and should indicate on the envelope the Reference Number and the position applied.

Applications for the position of Senior Internal Auditor should reach the Chairman of Council on the address indicated below on or before **5:00 pm on 13th June, 2022**

**The Chairman of Council,
Maasai Mara University
P. O. Box 861-20500
Email: chairmarauni@mmarau.ac.ke.**

Maasai Mara University is an equal opportunity employer.

Canvassing will automatically lead to disqualification.

Maasai Mara University is ISO 9001:2015 Certified Institution