



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 position.

REF: MMU/CIA/2022 - CHIEF INTERNAL AUDITOR, GRADE 15

Job specifications

For appointment to this position, one must have: -

- i) A Master's degree in Accounting/Finance or relevant field from a recognized University
- ii) CPA Final or CIA Final (Certified Internal Auditor)
- iii) Membership registration with ICPA(K) and IIA or CIA.
- iv) Computer proficiency skills
- v) **Ten (10) years** auditing experience having served for at least a period of **three (3) years** as Senior Internal Auditor or equivalent in the public sector.
- vi) Demonstrated merit and ability as reflected in work performance and results.
- vii) Shown unquestionable integrity

Job Description

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

1. Heads the Department in the formulation of internal audit policies and programs in the Department to ensure effective functioning of internal audit controls and procedures in the University.
2. Participate and review overall preparation of the University's budget.
3. Control and manage the internal budget.
4. Approval of expenditure budget in the department.
5. Formulate internal audit policies and programs in accordance to the professional standards that govern auditing.
6. Allocation of duties and responsibilities to the internal audit staff as per the work plan to ensure the objectives set are met.

7. Offer secretarial services to the Audit Committee of the University by taking minutes and keeping of records for future reference.
8. Head of Internal Audit Department by approval of internal audit department budgets and audit work plans.
9. Assess training needs assessment of internal audit staff.
10. Continuous evaluation and review of existing policies to assess cost effectiveness of university services.
11. Review audit reports for presentation to management and council of the institution to expenditure and accountability of funds allocated.
12. In charge of all communication from the internal audit department to the senior management and other departments in the institution.
13. Ensure compliance by the University to statutory and regulatory requirements to prevent irregularities and breaking the law.
14. Examination of payment vouchers to ascertain proper expenditure as per the budget and the law.
15. Evaluation of budgets and actual expenditure to ensure no budget overruns and that the funds allocated were not misappropriated.
16. Analyze the audit findings with the affected departments and lead audit teams in the execution of audit plans and programs.
17. Advice University Council and Management on key audit issues and financial matters as per the professional standards that govern the auditing process.

Salary Scale Chief Internal Auditor Grade 15

Basic Salary: Kshs. 209,694 p.m.

Salary Progression: Kshs.209,694x6672–223,038x6672–236,382x6672–249,727x6672–
263,071 x6672–276,415x6672 - 283, 087 p.m.

House Allowance: ksh. 73,715 p.m.

Application Guidelines and Statutory requirements for the position(s)

- a) 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.
- b) Applicants must attach current clearance from HELB, EACC, KRA, DCI and CRB.
- c) 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 **2nd August, 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