

<b>JOB DESCRIPTION AND SPECIFICATIONS</b>	<b>INTERNAL AUDITOR (1 POST)</b>
Purpose of Position	The Internal Auditor will be the head of internal audit unit and will be responsible to the Chief Executive Officer for ensuring compliance and prudent utilization of resources.
Major Responsibilities	<p>The Internal Auditor will be specifically responsible for:</p> <ul style="list-style-type: none"> <li>▪ Analyzing the procedures, processes, and activities related to the preparation and carrying out of secretariat activities;</li> <li>▪ Advising on ways and means of increasing the efficiency of operations of the secretariat;</li> <li>▪ Ensuring the reliability and credibility of financial management of the Secretariat through: <ul style="list-style-type: none"> <li>○ Analysis and testing of the accounting system;</li> <li>○ Ensuring an effective payments system;</li> <li>○ Reviewing budget performance;</li> </ul> </li> <li>▪ Ensuring availability of financial information to management and the Board;</li> <li>▪ Recommending ways of improving the financial management of operations of the secretariat.</li> <li>▪ Preparing an annual audit report for consideration by the management and the Board;</li> <li>▪ Responsible for risk management</li> </ul>
Academic and Professional Qualifications	Hold a University Degree in Auditing/Accounting/Financial Management and be in possession of CPA K / ACCA. In addition must be a member of the Institute of Internal Auditors or other equivalent professional bodies
Work Experience	Have proven auditing experience of a minimum of 5yrs at a senior position in the Public Service or in the Private Sector.
Skills and Competence	<ul style="list-style-type: none"> <li>▪ Have excellent report writing skills;</li> <li>▪ Have excellent communication and interpersonal skills;</li> <li>▪ Have a practical knowledge of computer systems, including internet navigation and various Microsoft office applications</li> <li>▪ Be a team player</li> <li>▪ Be a strategic thinker</li> <li>▪ Have sound leadership and management skills</li> <li>▪ Be self driven and able to work within tight deadlines</li> </ul>
Application Process and deadline	Candidates meeting the criteria are invited to submit application, detailed curriculum vitae and copies of testimonials to <b>The Chief Executive Officer, NEPAD Kenya Secretariat, P. O. Box 46270, 00100, NAIROBI</b> not later than 29 <sup>th</sup> November, 2013