

## VACANCY IN THE POSITION OF MANAGER – INTERNAL AUDIT

The Public Procurement Oversight Authority is established under the Public Procurement and Disposal Act, 2005 with the mission 'to enhance national socio-economic development by facilitating and ensuring the implementation of an effective and efficient public procurement and disposal system'.

Pursuant to the above, the Authority invites applicants from suitably qualified persons who wish to be considered for the vacant position of **Manager, Internal Audit**.

### DUTIES AND RESPONSIBILITIES

This position reports to the Board Audit committee and is responsible for influencing, creating, promoting and improving controls throughout the Authority. The principal accountabilities include:

- Developing and reviewing of internal audit policies and procedures
- Developing detailed audit program and plans
- Assessing internal controls to mitigate business and operational risks
- Preparing and presenting regular assurance audit reports to the audit committee and CEO
- Appraising the soundness, adequacy and application of accounting, financing, procurement and other operating controls and instruments
- Developing audit tools and techniques for the Authority
- Formulating and integrating risk management practices
- Liaising with external auditors on the annual audits and ensuring that the reports are implemented
- Assisting in evaluation of the Authority's performance and recommending necessary improvements
- Designing and executing audits in compliance with conventional audit guidelines and best practices
- Serves as secretary to the PPOA Advisory Board committee on Audit and Risk management

### REQUIREMENTS FOR APPOINTMENT

Applicants must have a bachelor's degree in any of the following: finance, business administration or a related field from a recognised university and a recognised accounting or auditing qualification. A relevant master's degree will be an added advantage. In addition, they should have at least 4 years relevant experience in managing finance functions preferably in a large organisation. In-depth knowledge of budgets, financial systems, reporting and implementing financial control systems is essential. Proficiency in computers and the ability to work with financial related software and, integrity, good team playing and relationship building skills are requisite.

## HOW TO APPLY

(i) Each application should be accompanied by a copy of the National Identity Card/Passport, detailed curriculum vitae, copies of relevant academic and professional certificates, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application.

(ii) All applications should be clearly marked “**Application for position of Manager, Internal Audit**” on the envelope and submitted in any **ONE** of the following ways:

- (a) Manual applications should be hand delivered to the reception desk on 11<sup>th</sup> floor, National Bank Building, Harambee Avenue, Nairobi.
- (b) Online applications should be e-mailed to the Director General: [info@ppoa.go.ke](mailto:info@ppoa.go.ke)
- (c) Posted applications should be addressed to:

Director General  
Public Procurement Oversight Authority  
11<sup>th</sup> Floor, National Bank Building  
P. O. Box 58535-00200  
**NAIROBI**

(iii) Interested applicants must meet the requirements of Chapter Six of the Kenya Constitution and in addition must, get **clearance** from the following bodies and submit **copies** of these clearance certificates with the application.

- (a) Kenya Revenue Authority;
- (b) Higher Education Loans Board;
- (c) Ethics and Anti-Corruption Commission; and
- (d) Criminal Investigation Department (certificate of good conduct).