



THE NATIONAL GENDER AND EQUALITY COMMISSION

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OUR VISION

A society free from all forms of inequality and discrimination

OUR MISSION

To promote gender equality and freedom from discrimination for all persons in Kenya

VACANCY

The National Gender and Equality Commission (NGEC) is a Constitutional Commission established by the National Gender and Equality Commission Act, 2011. The key functions of the Commission include promotion of gender equality and freedom from discrimination in accordance with Article 27 of the Constitution. The Commission invites applications from suitably qualified candidates to fill the position of;

SENIOR INTERNAL AUDITOR (NGEC 5)

TERMS OF SERVICE : **5 YEAR CONTRACT RENEWABLE SUBJECT TO PERFORMANCE**

OTHER BENEFITS: **MEDICAL COVER, GROUP LIFE INSURANCE & WIBA**

REF: **NGEC/HR/20/2018 – 1 POST**

The officer will be reporting to the Commission and to the Commission Secretary/CEO administratively, the officer will be responsible for overseeing compliance and management of risks at the Commission.

Duties and responsibilities

- Provide secretarial services to the audit committee;

- Prepare risk based annual internal audit work plan for approval by Audit Committee of the Commission;
- Prepare quarterly reports on the status of implementation of the internal audit annual work plan for submission to the Audit Committee;
- Formulate and implement internal audit policies and procedures;
- Plan and review audit services provided to the Commission;
- Coordinate external audit process;
- Produce proactive and timely internal audit reports;
- Undertake risk assessment in the Commission;
- Supervise the preparation of audit programmes;
- Conduct scheduled special and *ad hoc* audits in the Commission;
- Facilitate storage and retrieval of audit reports;
- Check, review, and evaluate the internal control systems at all levels of the Commission; and
- Ensure that the Commission's assets are efficiently utilized and safeguarded.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Internal Auditor I or in a relevant and comparable position in the public service for a minimum of five (5) years
- (ii) Bachelor's Degree in Commerce, Finance/Accounting option, Bachelor of Business Administration Finance/Accounting option or any other relevant and equivalent qualification from a recognized institution;

- (iii) Certified Public Accountant (CPA K), or Certified Internal Auditor (CIA)
- (iv) A member of ICPAK or Institute of Internal Auditors (IIA)
- (v) Thorough understanding Public Finance regulations, Integrated Financial Management Information system (IFMIS), Procurement Procedures and Regulation.
- (vi) Knowledge in use of computer applications
- (vii) Demonstrated professional competence and administrative ability as shown in work performance and results.

HOW TO APPLY

- a) Interested candidates who meet the requirements may submit their applications together with :
 - i) A detailed Curriculum Vitae;
 - ii) Acopy of the National Identity Card;
 - iii) Certified copies of Academic Certificates, Transcripts and any other relevant support documents;
 - iv) Clearance from:
 - Kenya Revenue Authority (KRA);
 - Directorate of Criminal Investigation (DCI) ;
 - Ethics and Anti-Corruption Commission (EACC);
 - Higher Education Loans Board (HELB); and
 - Credit Reference Bureau (CRB).
- b) All applicants should attach a copy of their letter of appointment to their substantive position showing current post and salary;
- c) Applicants should submit three (3) names of referees one of which must be the current employer and their mobile and e-mail contacts.

Please Note :

- a) The Commission is an equal opportunity employer. **Persons with Disability, Youth, People from Minority groups and Marginalized communities** who meet the requirements of the advertised job are encouraged to apply.
- b) Only Shortlisted condidates will be contacted
- c) It is a criminal offence for any applicant to provide false information and documents in the job application

- d) Canvassing will lead to automatic disqualification
- e) A candidate who applies online must scan and attach all the required documents.

All applications should be addressed to:

The Commission Secretary
National Gender and Equality Commission
Solution Tech Building, Longonot Road, Upper Hill
P O Box 27512-00506
NAIROBI

The applications may be sent by email to: recruitment@ngeckkenya.org

OR

Posted OR Hand delivered so as to reach the Commission on or before 24th
December 2018 before 5.00pm