

**MANAGER INTERNAL AUDIT, FINANCE & OPERATIONS – (KET 4) ONE (1 POSITION)**  
**REF: KETRACO/5/1C/40/171/VOL II - B (04/24) ON PERMANENT & PENSIONABLE TERMS**

**Reporting to the General Manager, Internal Audit**

**Job purpose**

This job is responsible for providing independent objective assurance on the adequacy and effectiveness of the Company's governance, risk management, and internal controls in relation to financial and operation systems.

**Key Responsibilities;**

- i). Coordinating the preparation of the risk based annual work plan, procurement plan, training plan and budget and submit to the Head Internal Audit for consideration and review;
- ii). Guide audit teams in the implementation of the annual risk-based audit plans;
- iii). Planning and coordinating of audit reviews including supervision of audit team on financial and operations audits.
- iv). Coordinating the development of strategies to eliminate/minimize avoidable losses to the Company and ensure compliance with policies, procedures and statutory regulations.
- v). Assessing compliance with existing laws, regulations, policies, plans and procedures, accounting standards and contractual obligations;
- vi). Lead investigative and/or special audit and recommend prompt corrective measures;
- vii). Developing and implementing internal audit standard operating procedures, policies and charters.
- viii). Implementing quality assurance improvement program as approved by the Board
- ix). Evaluate audit staff performance, career development, capacity building and deployment of skills;
- x). Assisting the Head of Internal Audit in providing secretariat services to the Board Audit & Risk Assurance Committee.
- xi). Implementing approved risk based annual work plans, policies and budgets
- xii). Identifying the relevant operation risks that may affect the organization and assess their likelihood of occurrence and the potential impact on the business.
- xiii). Assessing business continuity plans and disaster recovery strategies for completeness and sustainability;
- xiv). Evaluating the adequacy and effectiveness of internal controls and make recommendations on areas requiring improvement;

- xv). Follow up implementation of Internal and external audit recommendation and Board resolutions.

### **Qualifications & Skills required**

- i). Master's Degree in any of the following: Accounting, Finance, Strategic Management, Business Administration or equivalent qualification from a recognized Institution.
- ii). Bachelor's degree in Finance/Accounting/Economics or related field from a recognised institution.
- iii). Certified Public Accountant (CPA (K) or ACCA Finalist;
- iv). Certified Internal Auditor (CIA) or Certified Information System Auditor (CISA);
- v). Member of Institute of Certified Public Accountant of Kenya (ICPAK),
- vi). Member of Institute of Internal Auditors of Kenya (IIA-Kenya) or Information Systems Audit and Control Association (ISACA)
- vii). Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- viii). Expert hands-on knowledge in SAP ERP system will be an added advantage
- ix). Proficiency in Teammate audit solution and any other CAATs will be an added advantage
- x). Meets and fulfils the requirements of the provisions of Chapter 6 of the Constitution of Kenya.
- xi). Must have a minimum of 8 years relevant work experience and at least three (3) years in Supervisory level.

**Working condition** - Office setting, Field visits.

<https://forms.office.com/r/G4dQ8JbgTJ>

### **MANDATORY REQUIREMENTS FOR ALL POSITIONS**

**Applicants MUST provide the following documents on application:-**

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

**Important Information to note:**

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;
- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
- v). It is a criminal offence to present fake certificates/documents.

**Only Successful candidates will be expected to present the following Chapter Six Clearance Certificates : -**

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB).

The Company is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. *Only shortlisted candidates shall be contacted.*

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. as the subject heading via the **joblink** posted on KETRACO website.

**NOTE:** These positions are open to **KENYAN Citizens ONLY.**

The successful candidates for the positions will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by 19<sup>th</sup> April 2024 at 5.00pm so as to reach:-

**The Managing Director,  
Kenya Electricity Transmission Company Limited,  
KAWI COMPLEX, 4<sup>th</sup> Floor,  
Popo Road, South C, along Red Cross Road,  
P.O. Box 34942 – 00100,  
NAIROBI.**

Please note that applications will **ONLY** be via **joblink**, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates **MUST** fill an online form on our website.