



*"Building a World Class National Grid"*  
KENYA ELECTRICITY TRANSMISSION COMPANY LTD.

**INTERNAL AUDITOR, FINANCE & OPERATIONS - (KET 6) ONE (1 POST) REF: KET/5/1C/40/182-B (9/2023) ON PERMANENT AND PENSIONABLE**

Reporting to **Senior Internal Auditor Finance & Operations.**

**Job Purpose**

This job is responsible for conducting the financial audits which seek to evaluate the adequacy and effectiveness of the organization's governance, risk management, and internal controls.

**Key Responsibilities/Duties/Tasks**

- i) Preparing audit test procedures, draft notifications and request for information memos for review by the Senior Auditor, Finance & Operations;
- ii) Preparing the Audit programmes in line with the Audit plan and the Audit Committee agreed areas of focus;
- iii) Conducting specific audit procedures as per the Audit plan for review by the Senior Auditor, Finance & Operations;
- iv) Conducting Ad hoc audit assignments as they arise;
- v) Reviewing internal controls to evaluate their adequacy and effectiveness and make recommendations to the Senior Auditor, Finance & Operations for improvement.
- vi) Reviewing the strategic plan to ensure its implementation in line with set timelines.
- vii) Providing support to the External Auditors – both statutory by Auditor General or other auditors, covering Financial and System Audits.

**Qualifications & Skills required**

- i) A Bachelor's degree in Accounting/Finance or related field from a recognised institution.
- ii) Must be a certified Public Accountant (CPA);
- iii) Must be a certified Internal Auditor (CIA);
- iv) Must be certified Fraud Examiner (CFE);
- v) Must have three (3) years relevant work experience.

**Working Conditions - Office setting**

## **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 **16<sup>th</sup> October 2023** 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.**

Hard copy **MUST** be sent via post office, courier or hand delivered to our offices in KAWI House, on 3<sup>rd</sup> Floor, Human Resource Office. Further, candidates **MUST** fill an online form on our website.