

GENERAL MANAGER, INTERNAL AUDIT (KET 2) ONE (1) POSITION REF: KET/5/1C/40/237
VOL I – B (03/2026) ON CONTRACT RENEWABLE ONCE

Reporting to **Managing Director**.

Job Purpose

This job is responsible for providing independent objective assurance on the effectiveness of the Company's Governance, Risk Management and Internal Controls in accordance with International Internal Audit Standards to support the achievement of the Company's mandate and strategic objectives.

Key Responsibilities

- i.) Providing leadership to Staff in the Department;
- ii.) Providing assurance to the Board and Management on the implementation of the Company's Strategic Objectives;
- iii.) Providing assurance to the Board and Management on the Company's internal controls, governance, and risk management;
- iv.) Coordinating and leading in the preparation of risk based annual audit work plans aligned to Company's strategic objectives;
- v.) Providing assurance on proper use of funds to the Development Finance Institutions and Government of Kenya funded electricity transmission projects;
- vi.) Leading and coordinating the preparation of the department's procurement plan, work plan and budget;
- vii.) Leading and supervising the audit staff in implementation of audit plan as approved by the Board Audit & Risk Committee;
- viii.) Overseeing and coordinating external auditors' review of company's financial statements, strategic initiatives and transmission project accounts;
- ix.) Planning and coordinating timely performance of special audit and investigations
- x.) Coordinating audit follow up of Board decisions;
- xi.) Coordinating and approving development of audit programs;
- xii.) Managing staff job performance, career development, capacity building and deployment of skills;
- xiii.) Leading and coordinating anti-corruption initiatives and ensure implementation within the Company;

- xiv.) Providing assurance in formulation of strategic plan, policies and procedures of the Company;
- xv.) Overseeing internal processes and workflows for operational effectiveness for the Department;
- xvi.) Managing the implementation of risk mitigation measures and updating of the Department's Enterprise Risk Register;
- xvii.) Managing staff job performance and evaluation, career development and capacity building and deployment of skills;
- xviii.) Accounting for resource use in line with prevailing laws, policies and regulations;
- xix.) Providing oversight in quality control for the Department;
- xx.) Providing consulting and advisory services to the Board and Management
- xxi.) Communicate to Board and management the results of audit engagements
- xxii.) Reviewing and approving the routine audit and special investigation reports;
- xxiii.) Providing secretarial services to the Board Audit & Risk Assurance Committee (BARC) and Corruption Prevention Committee (CPC)
- xxiv.) Preparing and submitting timely quarterly audit and integrity reports to the BARC and EACC;
- xxv.) Assessment of key risks facing the company's continuity and going concern
- xxvi.) Provide assurance on the ICT infrastructure and investment within the company
- xxvii.) Provide assurance on business continuity plans and disaster recovery strategies
- xxviii.) Provide assurance on the implementation of electricity transmission projects in line with the approved Masterplan
- xxix.) Promote appropriate ethics and values within the company
- xxx.) Evaluating risk exposures in relation to company's governance, operations and information systems
- xxxi.) Facilitating and coordinating maintenance of departmental Quality Standard
- xxxii.) Monitoring the implementation of Internal and external audit recommendations/resolutions and report findings to the Board and Management;
- xxxiii.) Coaching and Mentoring Departmental staff;
- xxxiv.) Providing assurance on the Company's Enterprise Risk Management (ERM) policy implementation and report to Management and the Board;
- xxxv.) Monitoring and reviewing the implementation of Internal Audit and Board Audit & Risk Committee charters and integrity policies

Qualifications & Skills required

- i.) A master's degree in a relevant field with a Bachelor's degree in Finance/Accounting/Economics or related field from a recognised institution.
- ii.) Certified Public Accountant (CPA (K) or ACCA Finalist;

- iii.) Certified Internal Auditor (CIA) or Certified Information System Auditor (CISA);
- iv.) Member of Institute of Certified Public Accountant of Kenya (ICPAK),
- v.) Member of Institute of Internal Auditors of Kenya (IIA-Kenya) or Information Systems Audit and Control Association (ISACA)
- vi.) Undertaken a leadership development programme/training lasting not less than 4 (four) weeks from a recognized institution and Corporate Governance;
- vii.) The job holder requires knowledge and relevant experience of not less than twelve (12) years, with at least eight (8) years at senior management level.

Working Conditions -- Office setting and Field visits.

MANDATORY REQUIREMENTS FOR THE POSITION

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 candidates shall 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.

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.** 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. The applications should be addressed to the:-

**Ag. Managing Director,
Kenya Electricity Transmission Company Limited,
P.O. Box 34942-00100
Nairobi.**

Hard copies **SHALL NOT** be considered.

NOTE: This position is open to **KENYAN Citizens ONLY.**

This position is a five (5) year contract renewable once, subject to performance. The successful candidates for the position will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by **27th April 2026 at 5.00pm.**