



ST. JOHN'S TEACHERS' TRAINING COLLEGE, KILIMAMBOGO
'PER ASPERA AD ASTRA'

P.O. BOX 8-01000, THIKA

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REF: KGO/ADM/ADVERTS/2/2025

DATE: 4TH SEPTEMBER, 2025

ADVERTISEMENT FOR VACANT POSITION

Applications are invited from interested and qualified person for the following vacant position.

INTERNAL AUDITOR - ENTRY "JG" 'L'

Requirements

- Bachelor Degree in Commerce, accounting or finance option or its equivalent.
- CPA (K) finalist
- Registered with Institute of Certified Public Accountants (ICPAK) Kenya.
- Registered with Institute of Internal Auditors (IIAK) Kenya.
- Computer literacy
- At least Three (3) years' experience in a similar position.
- Proven knowledge of Auditing standards and procedures, laws and regulations.
- Compliance with Chapter Six (6) of the Kenyan Constitution.

Duties and Responsibilities

The duties of internal auditor shall include;

- a) Reviewing the institute's system of internal control, the controls in each department, identify gaps and giving recommendations of controls to be put in place.
- b) Preparing internal audit work plan and ensuring timelines are met.
- c) Preparing audit planning and programs to be used during field work.
- d) Issuing audit memorandum and attending entry meetings.
- e) Reviewing compliance with law and regulation requirements
- f) Issuing audit reports to the auditee and monitoring implementation.
- g) Reporting to Risk & Audit committee of the Board on audit findings.
- h) Being secretary to Risk and Audit committee of the Board.
- i) Reviewing institute risk framework and risk register.
- j) Reviewing policies, processes and systems in place whether they are functioning well.
- k) Reviewing the Management's processes for identifying and managing risks.



- l) Reviewing the reliability and integrity of the accounting, financial, and operating information, and the mean used to identify, measure, classify and report such information.
- m) Conducting audits on a periodic basis so that all major systems are reviewed to ensure sufficient, effective and efficient functioning.
- n) Reviewing the mean of safeguarding assets and verifying their existence.
- o) Performing consulting and advisory services related to the governance, risk management and control as appropriate.
- p) Reporting significant risk exposure and control issues, including fraud risk, governance issues, and other matter needed or requested by the College's Board of Management.
- q) Evaluating specific operations at the request of the College's management or Board of Management, as appropriate.
- r) Carrying out investigations at request of any department when there are red flags indicators of fraud or allegation of corruption.
- s) Reviewing management's approach to promote an appropriate governance atmosphere.
- t) Liaising and working together with external auditor during audit.
- u) Doing follow up to ensure implementation of recommendations outlined by external auditors in management letter.
- v) Filing and safe custody of audit working papers.

Skills Required

- Strong management, negotiation, interpersonal and communication skills.
- Ability to work under pressure and tight deadlines
- ICT skills.


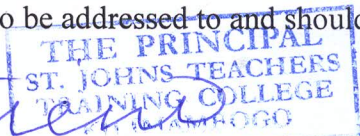
Method of Application

An Application Letter, detailed CV, photocopies of relevant certificates and testimonials.

Any attempt to directly or indirectly canvas shall lead to automatic disqualification.

St. John's Teachers Training College, Kilimambogo is an equal opportunity employer and select candidates on merit through fair and open competition from widest range of eligible candidates. Persons with disability are encouraged to apply.

All applications to be addressed to and should reach the College by **23rd September 2025**.

**THE PRINCIPAL
ST. JOHN'S TEACHERS' TRAINING COLLEGE, KILIMAMBOGO
P.O.BOX 8 - 01000,
THIKA**

