

THE ELDORET NATIONAL POLYTECHNIC  
HUMAN RESOURCE MANAGEMENT SECTION

JOB ADVERTISEMENT

JOB VACANCY ADVERT NO: TENP/HRO/10/10/VOL 1  
ADVERT DATE: 12<sup>TH</sup> SEPTEMBER 2022  
POSITION: ONE (1)  
JOB TITLE: ASSISTANT INTERNAL AUDITOR  
TERMS OF EMPLOYMENT: PERMANENT & PENSIONABLE

The Eldoret National Polytechnic invites applications from qualified, competent and interested applicant to fill the position of Assistant Internal Auditor Job Group K.

**Job Title:** Assistant Internal Auditor

**Reports to:** Internal Auditor Functionally, Human Resource Officer Administratively

**Duties and Responsibilities**

- Assisting the Auditor in performing audits within the institution concentrating on high risk areas.
- Assisting the Auditor in setting up systems of internal controls and regulations in the college
- Assisting the Auditor in development and implementation of audit plan
- In liason with the Internal Auditor carrying out periodical and concurrent audit reviews of processes, systems and procedures.
- Assisting the Internal Auditor in preparation of timely and accurate reports which conform to the company standards, corporate policies, acknowledged by the ISO standards.
- In liason with the Internal Auditor coordinating the activities with the staff and the concerned Internal Auditor on audit activities.

- In liason with the Internal Auditor mitigating the institutional risks where necessary and identifying potential improvements.
- In liason with the Internal Auditor inspecting and correlating the overall audit report with the balance sheets providing and reporting it to the seniors for approval of detected frauds.
- In liason with the Internal Auditor issuing reports on findings of audits and highlight issues and potential impacts on the institution.
- Assisting the Internal Auditor in examining information systems to ensure accuracy & sound controls over transactions & reports.
- In liason with the Internal Auditor ensuring timely implementation of audit recommendations and corrective actions.
- Providing administrative support to Audit Department.
- In liason with the Internal Auditor participating in Audit investigations.
- Any other activities assigned by seniors.

**Minimum requirements:**

**Qualifications:**

- Bachelor Degree in Commerce (Accounting, Finance, Banking, Economics and or statistics options).
- Must be a CPA (K) or ACCA finalist.
- A member of ICPAK or IIA in good standing
- 3 years work experience in Audit practice

**Core competencies**

- Good communication skills.
- Confidentiality.
- High level of Independence.
- Firm and fair.

- Possess an eye for detail in reporting of financial audits in the interest of the organization.
- Effective time management skills to meet deadlines.

Applicants should send their detailed CV, ID and attach copies of academic and Professional Certificates, and Testimonials.

Hard copy applications to be send to the undersigned on or before the Close of Business on **Friday 30<sup>th</sup> September 2022.**

**Note: shortlisted candidates will be required to comply with chapter 6 of Constitution**



The Chief Principal/Secretary Governing Council  
The Eldoret National Polytechnic  
P.O BOX 4461  
ELDORET

**The Eldoret National Polytechnic is an equal opportunity employer.**