



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA (CUEA)

“Consecrate them in the Truth”

CAREER OPPORTUNITY

INTERNAL AUDITOR – FINANCE AND OPERATIONS

The Catholic University of Eastern Africa (CUEA) is a chartered private international University which enjoys a heritage of 36 solid years of offering quality education grounded on values. Our vision is to be a world-class University producing transformative leaders for Church and society. Our mission is to promote excellence in research, teaching and community service by preparing morally upright leaders based on the intellectual tradition of the Catholic Church. CUEA has six Faculties: Theology, Education, Law, Arts and Social Sciences, Business and Science. Two institutes: Canon Law and Regional Integration and Development and the Centre for Social Justice and Ethics.

The Catholic University of Eastern Africa wishes to recruit a dynamic, qualified and result oriented person to fill the position of **Internal Auditor – Finance And Operations**.

Post Title: Internal Auditor – Finance And Operations.

Job Purpose:

To execute and report on audit and investigation assignments, to provide assurance on corporate governance, risk management, internal control and compliance structures in place

Reporting: Head of Internal Audit and Risk Management

Duties and Responsibilities:

1. To contribute to the preparation of the annual audit plan to ensure information system audits are conducted in an effective and efficient manner.
2. To prepare specific assignment work plans and schedules.
3. To conduct preliminary risk assessments to evaluate the Universities' activities, functions and operations and ensure internal control frameworks are in place and operating efficiently.
4. To apply approved audit methodology to conduct risk based information system audits.
5. To review findings and issues identified by audit assistants and prepare draft reports including the summary of issues identified and recommendations on relevant action plans.

6. To follow up on reported findings with appropriate staff to ensure issues identified have been addressed.
7. To conduct special audits and investigations of the information system as required.
8. To provide on-going technical guidance and coaching to audit assistants.
9. To apply approved audit methodology to conduct risk based audits as assigned.
10. To conduct special audits and investigations of the information system as required.
11. To perform any other duties as allocated by the Supervisor.

Minimum Qualifications, Skills And Competencies:

- Bachelor's degree in Accounting or Finance or any field relevant.
- A professional qualification in relevant field study i.e. CIA, CPA-K, ACCA, CISA etc.
- Three years' experience in audit (internal and or external) and any other relevant area.
- Must possess computer skills especially in information retrieval from electronic databases;
- Good interpersonal and communication skills;
- Must be a mature person;
- Must be a person of high morals, integrity, initiative, team player, self-motivated;
- Should have good communication skills, both written and oral.

Applications should reach the Human Resources Manager on or before

5th February 2020.

Applicants should enclose a C.V., copies of relevant certificates and transcripts, and three reference letters one from the local parish to this email: **careers@cuea.edu**.

**Human Resource Manager
The Catholic University of Eastern Africa (CUEA)**

P.O. Box 62157-00200 Nairobi, Kenya
Bogani East Rd, off Magadi Rd
Behind Galleria Mall
Tel: 0709 691 000

NB: Only shortlisted candidates shall be contacted.