



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA (CUEA)

“Consecrate them in the Truth”

CAREER OPPORTUNITY

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.

We wish to recruit dynamic, qualified and result-oriented person to fill the following position:

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: The job holder reports to the Head of Internal Audit and Risk Management.

Duties and Responsibilities:

1. Contribute to the preparation of the annual audit plan to ensure information system audits are conducted in an effective and efficient manner.
2. Prepare specific assignment work plans and schedules.
3. Conduct preliminary risk assessments to evaluate the Universities' activities, functions and operations and ensure internal control frameworks are in place and operating efficiently.
4. Apply approved audit methodology to conduct risk based information system audits.
5. 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. Follow up on reported findings with appropriate staff to ensure issues identified have been addressed.
7. Conduct special audits and investigations of the information system as required.
8. Provide on-going technical guidance and coaching to audit assistants.

9. Apply approved audit methodology to conduct risk based audits as assigned.
10. Conduct special audits and investigations of the information system as required.
11. Perform any other duties as allocated by the Supervisor.

Minimum Qualifications, Skills and Competencies

- Bachelor's degree in Accounting or Finance or any relevant field from a recognized institution;
- 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.
- Committed Christian with high ethical standards;
- Customer care skills;
- Must be ready to work for long hours with minimum supervision.

APPLICATION GUIDELINES

Interested applicants should send their application letter, CV, filled application form (available on our website: www.cuea.edu/Jobs@Cuea), copies of relevant certificates, transcripts, testimonials and three reference letters including one from the local parish to: **careers@cuea.edu**

Please indicate the subject as follows: **JOB NAME**

Applications should reach the Human Resource Manager on or before **11th NOVEMBER 2020**.

CUEA is an equal opportunity employer.

NB: Only shortlisted candidates shall be contacted.