



## **KENYA INSTITUTE OF MASS COMMUNICATION**

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### **JOB OPPORTUNITY**

Kenya Institute of Mass Communication (KIMC) is the oldest Middle Level media training Institution in Kenya established in 1961. It is currently a State Corporation established through Legal Notice No.197 of 2011 (amended). The Institute offers training at Post Graduate, Diploma and Certificate levels in Communication and Cinematic Arts.

The Institute is looking for a qualified candidate for the following vacant position: -

- a) Chief Internal Auditor – KIMC 10 – 1 Post KIMC/CIA/1/2019

For more details visit [www.kimc.ac.ke](http://www.kimc.ac.ke)

### **How to Apply**

Candidates who meet the requirements are invited to send their applications quoting job reference number accompanied by detailed curriculum vitae; copies of Academic and Professional Certificates, National Identity Card, Transcripts and Testimonials; Daytime Contacts; Full Names and Contacts of Three (3) referees to:

**The Director  
Kenya Institute of Mass Communication  
Uholo Road, (South B), Nairobi  
Off Mombasa Road  
P.O.Box 42422 – 00100  
NAIROBI**

So as to reach him not later than **7<sup>TH</sup> JUNE, 2019.**

## **CHIEF INTERNAL AUDITOR - KIMC GRADE 10**

Reporting to the Director the Chief Internal Auditor is the Head of the Internal Audit

### **a) Responsibilities**

- i. Overseeing the overall supervision an operation of the unit
- ii. Ensuring compliance with established internal control procedures by examining records, accounts, reports, practices and documentations.
- iii. Conduct regular risk assessment of Department band functional areas.
- iv. Maintain internal control systems by updating audit programs and producers.
- v. Prepare special audit and control reports by analyzing management functions;
- vi. Develop Annual Audit Plan
- vii. Monitor progress of actions by management to correct identified deficiencies.

### **b) Qualifications and experience**

- i. Served in the position of Senior Auditor or in a comparable positon in the Public Service or in a comparable position in the Private Sector for a minimum period of three (3) years;
- ii. Bachelor's degree in the following disciplines: Auditing, Accounting, Finance, Economics, Mathematics, Statics, ICT, Law, Business Administration or equivalent qualification from recognized institutions;
- iii. Master's degree in the following disciplines: Auditing, Accounting, Finance, Economics, Business Administration and Senior management Course will be an added advantage;
- iv. Passed part III of the CPA (K) examination or its recognized equivalent;
- v. Attended a Senior Management Course lasting not less that four (4) weeks from a recognized institution;
- vi. Membership of a professional body;
- vii. Certificate in computer5 application skills; and
- viii. Meets the requirements of Chapter Six of the Constitution;
- ix. Shown merit, Integrity and ability in wok performance and results.

### **Terms of service**

The successful candidate will be on Permanent and pensionable terms of service. The basic salary for this position will range from Kshs. 66,381- 102,872 per month exclusive of allowances

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and Integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit certificates of compliance form Kenya Revenues Authority (KRA), Ethics and Anti - corruption Commission

(EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigation Department (CID)