



MINISTRY OF EDUCATION
State Department Vocational & Technical Training
KARUMO TECHNICAL TRAINING INSTITUTE
 ALONG MERU MAUA ROAD 3KM OFF KWA AMOS JUNCTION
 P.O. BOX 276 – 60602 KIANJAI
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JOB VACANCY

29TH SEPTEMBER, 2023

Karumo Technical Training Institute (KTTI) is public Technical and Vocational Education and Training (TVET) institution established in accordance with the TVET Act No.29 of 2013, vide legal order No.92 of 2016. KTTI is a fast growing (TVET) institute located in Tigania West, Meru County. The Institute invites applications from qualified candidates to fill the following positions as specified below under the BOG terms.

The institute is seeking for a qualified candidate to fill in the position below:

INTERNAL AUDITOR (1 POST) VACANCY NO. KTTI/ADMIN/IA/1/023

POSITION	INTERNAL AUDITOR II
NUMBER OF VACANCIES	1
JOB GROUP	KTSG 09
TERMS OF SERVICE	PERMANENT & PENSIONABLE

The purpose of the job

This position is responsible for developing and monitoring implementation of the internal audit strategy, budgets, policies and procedures. The position coordinates the implementation of the Internal Audit Work Plan to ensure delivery of auditor services that meet set deadlines and quality standards.

Job Description

Duties and responsibilities at this level will include:

- (a) Undertaking audit verification assignments
- (b) Preparing and submitting audit findings
- (c) Ensuring adherence to accounting procedures and policies.
- (d) Preparing and maintaining audit working papers for jobs assigned
- (e) Develop and implement audit management systems
- (f) Carrying out a review of accounting, financial and budgetary systems



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- (g) Communicate any gaps and loopholes within the Institute's structure, recommend appropriate solutions to ensure minimal disruptions to business operations from unsupportive structures
- (h) Undertaking non-financial audit assignments
- (i) Coordinate the preparation of the audit budget to ensure sufficient allocation of resources critical for the timely implementation of the audit strategy

Job Specification

For appointment at this level an officer must have:

- (a) Served in the grade of Internal Auditor III, for a minimum of two (2) years;
- (b) Bachelor degree in the following disciplines: Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Business Administration or equivalent qualification from recognized institution
- (c) Holder of CPA (K) or ACCA or an equivalent;
- (d) Be a registered member of a relevant professional body;
- (e) Certificate in computer application skills; and
- (f) Shown merit, integrity and ability as reflected in work performance and results.

How to apply

- Interested and qualified individuals should print and fill the Application for Employment form in the KTTI website (*karumotti.ac.ke*), attach a detailed CVs and two professional referees, copies of academic and professional certificates and other testimonials together with a copy of the national identity card to reach the undersigned (**HARD COPIES**) Not Later than **MONDAY, 23RD OCTOBER, 2023** by 5:00pm
- Only shortlisted and successful candidates will be contacted.

The Principal/BOG Secretary
Karumo Technical Training Institute
P O Box 276 – 60602
KIANJAI

*KARUMO TTI is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates. **PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY.***



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