



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Systems Auditor Grade 11**.

DEPARTMENT: INTERNAL AUDIT

SYSTEMS AUDITOR GRADE 11

1 POSITION:

REF: PU/ADV/10/02/2022

REQUIREMENTS FOR THE POSITION OF SYSTEMS AUDITOR GRADE 11

This is a middle-level position in the University, and appointment to this position is either on permanent and pensionable terms; or on a two (2) year renewable performance- based contract depending on age, citizenship and any other reason.

Academic Qualifications

Applicants must have a Bachelor's degree in either ICT or Commerce from a recognized University;

In addition, candidates must:

- Have Knowledge of ERP (Enterprises Resource Planning)
- Be a Certified Information Systems Auditor (CISA)
- Be registered with the relevant professional body (e.g. ISACA)

Experience

The candidate must have a minimum of six (6) years continuous working experience in finance and /or Audit, three of which should have worked as an Auditor (Grade F/10) or equivalent position in a large or busy organization, with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

Candidates should have experience in carrying out the following duties and responsibilities:

- Reviewing of audit schedules
- Reviewing of specific audit work plan
- Preparing of annual enterprise risk register
- Assisting in reviewing and appraising the adequacy and effectiveness of internal control systems

In addition, candidates should show active involvement in International/Continental/Regional /National/ Local/Community activities.

Skills and Competencies

- Computer literacy
- Team building and team work.
- Good Interpersonal skills.
- Good communication skills.
- Good Managerial skills
- Leadership skills
- Organizational skills
- Analytical ability.
- Ability to work under pressure

Key Responsibilities

The Officer will perform the following duties and responsibilities:

- Preparing and/or reviewing audit assignment programmes in accordance with Institute of Internal Auditors (IIA) standards.
- Performing special projects and reviews including investigations, as and when assigned.
- Reviewing internal controls covering all the key operational areas in compliance with relevant laws and regulations.
- Continuously assessing the appropriateness and effectiveness of operational processes and practices to ensure efficient and effective utilization and accountability of resources.
- Performing Risk Assessment tailored to each area under review necessary for identification, analysis and evaluation of areas of significant weakness constituting risks to the Organization.
- Preparing audit files and reviewing work done to ensure it meets the set quality and the relevant International Standards for the Professional Practice of Internal Auditing.
- Preparing and presenting to the Head of Internal Audit written reports detailing identified key control points and weaknesses in the system or function being audited and provide innovative and creative recommendations for correcting unsatisfactory conditions and improving operations.
- Ensuring audit recommendations are implemented through regular follow-ups with auditees.
- Reviewing work performance of internal audit assistants.
- Contributing to the preparation of the risk-based annual audit plans, under the coordination of the Head of Internal Audit, and ensures comprehensive and quality audit programmes are prepared.
- Preparing clear and concise draft reports and presents audit results and recommendations, orally and in writing to the Head of Internal Audit.

- Performing information system audits to identify areas of weakness and provide recommendations.
- Performing any other duties assigned by the immediate supervisor.

TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendations letters from referees should be addressed to,

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Application should include an up to date CV, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer, Female candidates and persons living with disability are encouraged to apply and should attach their National Council for persons with disability (NCPWD) Certificate.

Candidates with foreign qualifications Must submit a Certificate of Recognition from the Commission of University Education.

The deadline for submitting application is Friday 11th March 2022. Applications received later than this date will not be considered.

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

NO FEE

PWANI UINVERSIY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)