



**ASSISTANT DIRECTOR - INTERNAL AUDIT, KASNEB GRADE 4 -
HRM/IARA/ADIARA/2/2026**

(a) Job specifications

Reporting to the Deputy Director, Internal Audit and Risk Assurance, the job holder will be responsible for: -

- (i) Coordinating development, implementation and review of audit policies, strategies, standards and guidelines;
- (ii) Providing independent assurance on risk management process on both design and operation;
- (iii) Facilitating audit assignments in line with the approved audit work plan;
- (iv) Ensuring compliance of accountable records and documents and preparing audit papers;
- (v) Coordinating monitoring and evaluation of progress and effectiveness of action taken to implement audit recommendations received from internal and external audits;
- (vi) Monitoring and reporting on KASNEB's overall risk profile;
- (vii) Initiating information systems audit engagements including testing and evaluation of programs, quality assurance, and reporting of audit results;
- (viii) Facilitating preparation of reports and analyses that communicate audit results for the relevant business conditions and risks control;
- (ix) Safeguarding KASNEB's assets by establishing appropriate means of verifying their existence, ownership and valuation;
- (x) Coordinating review and evaluating system of internal audit controls, assess their adequacy, effectiveness and proposing recommendations for their improvement;
- (xi) Managing investigations by monitoring/tracking progress of cases allocated to auditors;
- (xii) Supporting various divisions in risk profiling;
- (xiii) Facilitating special audit and investigations and ensure that a follow up mechanism is established and implemented;
- (xiv) Assessing the exposures resulting from ineffective or missing control practices; and
- (xv) Coordinating implementation of new technologies and business applications.

(b) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been in the grade of Principal Internal Auditor or in a comparable position;

- (ii) Bachelor's Degree in Accounting, Finance or Business Administration (Finance and Accounting option) or equivalent qualification from a recognised institution;
- (iii) Master's degree in Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized Institution;
- (iv) Membership to the Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditor (IIA), Information Systems Audit and Control Association (ISACA) or a relevant professional body and in good standing.
- (v) A valid practising certificate;
- (vi) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

(c) **Key Competencies and Skills**

- (i) Strong communication and reporting skills;
- (ii) Strong analytical and numerical skills;
- (iii) Strong organisation and inter personal skill;
- (iv) Mentoring, coaching and leadership skills;
- (v) Professionalism;
- (vi) Ethical and integrity; and
- (vii) Ability to work under pressure, prioritise and multi-task.

Terms of service: Permanent and Pensionable.

Basic Salary range for Assistant Director: KSh. 109,720 x 9,670 – 148,400 x 11,400 – 194,000