



**KENYA INSTITUTE OF SUPPLIES MANAGEMENT**  
*“Promoting Professionalism in Supply Chain Management”*

**27<sup>TH</sup> JULY, 2023**

**VACANCY ADVERTISEMENT - AUDITOR**

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **AUDITOR, JOB GRADE KISM 6. REF IOA/001/2023**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Internal Audit

**Reporting to:** Internal Audit Director

**Job Summary:**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

**KEY DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will entail: -

- i. Carrying out audit checks and identifying any accounting errors;
- ii. Collecting data on periodical financial returns, estimates and expenditure;
- iii. Examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions;
- iv. Auditing of systems and processes; and
- v. Auditing annual accounts; conducting financial audit.

**PERSON SPECIFICATIONS**

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

- i. Bachelor’s degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration (Accounting/Finance option) or equivalent qualification from a recognized institution;
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or Part II of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iii. Registered member of any of the following professional bodies: - Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Information Systems Audit and Control Association (ISACA);

- iv. Proficiency in computer applications; and
- v. Met the requirements of Chapter Six of the Constitution.

### **SKILLS AND COMPETENCIES**

1. Leadership, integrity and people management skills
2. Communication Skills
3. Customer service focus
4. Strategic level thinking
5. Change and transformation capabilities
6. Management skills
7. Analytical and decision making
8. Adaptability and flexibility
9. Innovative and creative thinking

### **How to apply**

Qualified and interested candidates may apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer  
Kenya Institute of Supplies Management,  
KISM Tower 12<sup>th</sup> Floor, Ngong Road  
P. O Box 30400-00100, Nairobi  
[vacancies@kism.or.ke](mailto:vacancies@kism.or.ke)**

Candidates must attach scanned copies of their CV with full details of educational background, professional qualifications and copies of all relevant documents/testimonials. Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications **MUST** be submitted online via email to: [vacancies@kism.or.ke](mailto:vacancies@kism.or.ke) so as to reach the Institute on or before midnight (12:00) on Friday 11<sup>th</sup> August, 2023.

All applicants **MUST** submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/FX5co1SSJwjn3bwR8>

***KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.***