



## KENYA INSTITUTE OF SUPPLIES MANAGEMENT

*“Promoting Professionalism in Supply Chain Management”*

**26<sup>TH</sup> MARCH 2024**

### **ADVERTISEMENT - DEPUTY DIRECTOR, INTERNAL AUDIT**

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 **DEPUTY DIRECTOR, INTERNAL AUDIT, JOB GRADE KISM 3 REF IAO/001/2024**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Internal Audit

**Reporting to:** Audit Committee and Administratively to the CEO

#### **Job Summary:**

The Internal Auditor will be mandated to provide the Institute with independent, objective assurance and consulting services to add value to and improve operations. The directorate also helps the Institute to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of its risk management, control and governance processes.

#### **A. DUTIES AND RESPONSIBILITIES**

- i. Verifying final audit reports/queries on financial statements;
- ii. Reviewing audit programmes and work plans for the Institute;
- iii. Reviewing annual audit reports;
- iv. Verifying the accuracy and disclosures in financial statements;
- v. Undertaking special audit investigations;
- vi. Preparing audit operational plans;
- vii. Leading audit teams in implementing audit work plans and audit fieldwork strategy;
- viii. Carrying out risk assessment and develop management guidelines;
- ix. Carrying out audit follow-ups on implementation of recommendations and preparing audit reports; and
- x. Interpreting financial control and management resolution of the Institute.

#### **B. PERSON SPECIFICATIONS**

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

- i. Minimum ten (10) years relevant work experience, four (4) of which should be at management level or in a similar position in a comparable organization;
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Business Administration (Accounting/Finance option) or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Business Administration (Accounting/Finance option) or equivalent



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- qualification from a recognized institution;
- iv. Certificate in Certified Public Accountants (CPA) Kenya finalist, Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- v. Registered member of any of the following professional bodies in good standing: - Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Information Systems Audit and Control Association (ISACA);
- vi. Certificate in Certified Information System Auditor (CISA) from Kenya Accountants National Examination Board (KASNEB);
- vii. Proficiency in computer applications;
- viii. Management course lasting not less than four (4) weeks from a recognized institution;
- ix. Met the requirements of Chapter Six of the Constitution; and
- x. Shown merit and ability as reflected in work performance and results.

### **C. SKILLS AND COMPETENCIES**

- i. Leadership, integrity and people management skills
- ii. Communication Skills
- iii. Customer service focus
- iv. Strategic level thinking
- v. Change and transformation capabilities
- vi. Management skills
- vii. Analytical and decision making
- viii. Adaptability and flexibility
- ix. Innovative and creative thinking

### **HOW TO APPLY**

Qualified and interested candidates are invited to read detailed job profile on our website [www.kism.or.ke](http://www.kism.or.ke) and 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**

Candidates must attach PDF copies of their CV with full details of educational background, professional qualifications, work experience 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: <http://careers.kism.or.ke/> so as to reach the Institute on or before **MIDNIGHT** on **Tuesday 9<sup>TH</sup> APRIL 2024**.

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