



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

VACANCY ADVERTISEMENT – INTERNAL 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 **INTERNAL AUDITOR, JOB GRADE KISM 6. REF IOA/001/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Internal Audit

Reporting to: Deputy Director, Internal Audit

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 all 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. Certified Public Accountants (CPAK) or 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. Communication Skills
2. Customer service focus
3. Change and transformation capabilities
4. Analytical and decision making
5. Adaptability and flexibility
6. 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 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 12th 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 Academic and Professional certificates (Merged to one Pdf). 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 FRIDAY 10TH JANUARY, 2025.**

KISM is an equal opportunity employer. People living with disability, women and youth are encouraged to apply. Only shortlisted candidates will be contacted.