

# MITUNGUU TECHNICAL TRAINING INSTITUTE

COMPETENCY IN SKILLS TRAINING  
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*Approved for Circulation*

4<sup>th</sup> July, 2022

## VACANCY ANNOUNCEMENT

Applications are invited from qualified persons for the position listed below.

- **Internal Auditor**

Qualified interested candidates should submit their applications to the address below quoting the job title on both the envelope and the cover letter.

**The Principal,**

**Mitunguu Technical Training Institute**

**P.O BOX 64-60204, MITUNGUU – MERU**

Enclose detailed up-to-date curriculum vitae, indicating current remuneration, Home County, e-mail address and reliable daytime telephone contacts, together with copies of certificates, testimonials and national identity card. Interested candidates should also provide the names of two referees who must be familiar with their previous work/academic experience indicating their telephone, postal and email addresses.

**Please Note:**

- i) It is a criminal offence to provide false information and documents in the job application.
- ii) Canvassing in any form will lead to automatic disqualification.
- iii) The Institute is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- iv) Only shortlisted and successful candidates will be contacted.
- v) Shortlisted candidates shall be required to produce Originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

Applications should reach the Institute **on or before 2<sup>nd</sup> August, 2022 latest 5.00 p.m.**

*For more details kindly visit the Institute website [www.mitunguutechnical.ac.ke](http://www.mitunguutechnical.ac.ke)*

## **INTERNAL AUDITOR (1 Post) - MTTI/ADV/04/2022**

### **Job Description**

Reporting administratively to the Principal and functionally to the Audit, Risk and Governance Committee of the Board, the Internal Auditor shall on the overall set up and maintain sound audit management systems in the Institute.

### **Duties and Responsibilities**

- ✓ Developing and managing an integrated internal audit function covering all the areas of the operations;
- ✓ Reviewing and appraising the soundness and efficiency of all systems of controls including financial, operational and internal control systems and procedures;
- ✓ Preparing the annual audit programme and ensuring that it is effectively carried out;
- ✓ Periodically reviewing the suitability, reliability and use of management information produced within the Institute;
- ✓ Evaluating of business risks and systems of controls to provide value added recommendations;
- ✓ Analysing outcomes of audit activities, provide timely reports and follow through to ensure that recommendations are considered and implemented;
- ✓ Providing leadership in the co-ordination of external audits and ensuring that issues raised by the auditors are addressed;
- ✓ Carrying out special audits and investigations (ad-hoc) as may be required from time to time and submit report of findings to the Board;
- ✓ Monitoring the efficiency of the operations of the organization; identify areas that offer opportunities for improvement and make appropriate recommendations; and
- ✓ Perform any other duties as may be assigned by the Board / management from time to time.

### **Qualifications**

- ✓ Bachelor's degree in any of the following: Commerce, Finance, Accounting or equivalent from a recognized institution;
- ✓ Certificate in computer proficiency from a recognized institution;
- ✓ At least three (3) years relevant working experience in a similar position;
- ✓ CPA (K) and or ACCA and a member of ICPAK in good standing
- ✓ Membership with the Institute of Internal Auditors (IIA) will be an added advantage;
- ✓ Proven knowledge of auditing standards and procedures, laws, rules and regulations and have proficiency in Computer and Accounting Packages; and
- ✓ Meet the requirements of chapter six (6) of the Constitution of Kenya, 2010.