



**AFRICAN INSTITUTE FOR CAPACITY DEVELOPMENT
(AICAD)**

Website: www.aicad.or.ke

VACANCY

African Institute for Capacity Development (AICAD) is a Regional International Institution whose main mandate is poverty reduction by linking knowledge to application. The Institute is jointly funded by the Governments of Kenya, Tanzania and Uganda. AICAD Head Office is located in Juja, Kiambu County, Kenya. AICAD has country offices in Kenya, Tanzania and Uganda located at Egerton University in Nakuru, Sokoine University of Agriculture in Morogoro, and Makerere University in Kampala respectively. AICAD hereby invites applications from qualified, competent, proactive and self-driven professionals to work at AICAD Headquarters in Juja, Kenya to immediately fill the vacant position below:

1. INTERNAL AUDITOR-DUTY STATION AICAD HEADQUARTERS, JUJA (1 POST)

Duties and Responsibilities

Reporting to the Executive Director.

The successful candidate will be required to:

- Prepare Audit Reports for areas audited as per the approved Annual work plan.
- Develop Risk based Annual audit plans detailing the scope, nature and timing of audit activities,
- Carry out internal Audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures,
- Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management,
- Participate in the preparation of quarterly reports to the Audit Committee of the Governing Board.
- Identify key areas of risks within the Institute and propose controls to mitigate the risks, and
- Monitor reviews and follow-up on agreed audit recommendations logged from previous external audit exercises.
- Perform any other duties as assigned by the immediate supervisor and management within the purview of Internal Audit functions.

Qualifications and experience

The ideal candidate for the position of **Internal Auditor** will be an individual with:-

- An experience of at least five (5) years in position of an **Internal Auditor**
- A Bachelors' degree in any of the following disciplines: – Commerce (Accounting option), Commerce (Finance option), Business Administration (Accounting option).
- A Master's Degree in Business Administration or its equivalent in the areas of Finance, Accounting and Financial Management from recognized institution is a **MUST**, Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA).
- Membership of a professional association in good standing is a must.
- Certified Internal Auditor (CIA) and a member of Institute of Internal Auditors, in good standing.
- Knowledge in computer application skills from a recognized institution, and

- An outstanding professional competence in audit work as reflected in work performance and results.

HOW TO APPLY

Note:

The position is on a **three-year contract** renewable on successful performance and mutual agreement. Candidates who are interested and meeting the above mentioned requirements should express their interest in writing and send their applications along with copies of certificates and testimonials, a day time telephone contacts, email, names and addresses of three referees to reach the address below not later than **31st May 2024**. Please visit our website: www.aicad.or.ke.

All applications should be addressed to:-

Executive Director
African Institute for Capacity Development (AICAD)
P.O. Box 46179-00100 GPO, Nairobi, Kenya

OR to: RecruitmentIA@aicad.or.ke

Note:

Receiving of applications will be closed one month from the time of the online/website release of the application

Only shortlisted candidates will be contacted

AICAD is an equal opportunity employer