



WOTE TECHNICAL TRAINING INSTITUTE

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Ref:

Date: 24th November, 2020

JOB ADVERTISEMENT:

Wote Technical Training Institute wishes to recruit a competent and qualified person to fill the position of an **Internal Auditor**.

Job Group: "H".

Job Summary:

1. To plan, develop and monitor the implementation of Internal Audit strategies and annual audit plans for the Institution.
2. Perform duties in planning, managing and conducting operational and compliance audits.
3. Develop comprehensive reports of findings and recommendations.
4. Provide professional recommendations in formulating policies and procedures to ensure sound systems of internal control and compliance.
5. Develop and Implement risk management policies and guidelines and fraud detection, prevention and elimination policies and strategies.

Job Specifications

- Diploma in Accountancy, Auditing, Finance, Business Administration or equivalent qualification from a recognized Institution.
- CPA part two (section 4) holder.
- Knowledge In computer literacy, budgeting, relevant legislation and professional standards.
- At least two (2) years' experience in the grade of Internal Auditor or in a comparable and relevant position preferably in a learning Institution.
- Demonstrate merit and show ability as reflected in work performance and results.
- Should not be more than 45 years old.

In compliance to article six (6) of the Constitution of Kenya, the applicant should provide;

- Valid Certificate of good conduct
- Tax Compliance Certificate
- HELB Clearance

Interested candidates who meet the above qualifications should send their letters of application accompanied by detailed curriculum vitae with at least two referees, certified copies of academic and professional certificates and other testimonials to the undersigned not later than December 7th 2020 or deliver in person at the institute during working hours.

The Principal
Wote Technical Training Institute
P O Box 377-90300, MAKUENI



All Correspondence to the Principal

Approved for circulation
PRINCIPAL
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24/11/2020