

INTERNAL AUDIT & COMPLIANCE

I. Systems Auditor – Job Grade 8

Terms of engagement: 6 years' contract, renewable subject to performance

Duty Location: Nairobi

Job Summary

This is responsible for assisting in the implementation of the systems audit unit plan, budget, and report, to carry out audits of the overall Information technology environment, hardware and software used by the CPF.

Duties and Responsibilities

- i. Prepare audit programs and plans for specific information systems audits in consultation with Senior Auditor, Systems to ensure completion within agreed schedule.
- ii. Perform audit tests and programs aimed at achieving the desired objectives in auditable areas.
- iii. Conduct system audits with a view to determine the main areas of focus and priority areas and document appropriately.
- iv. Prepare audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- v. Prepare and present written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- vi. Follow up on audit findings to ensure that management has taken corrective action(s).
- vii. Assist in training other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- viii. Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- ix. Perform any other duties as may be assigned from time to time.

Requirements for appointment:

- i. Bachelor's' Degree in Information Systems Management, Business Information Technology, Computer Science, or relevant field.
- ii. Certified Information Systems Auditor (CISA) certification.
- iii. Membership to ISACA
- iv. At least 2 years relevant experience
- v. Successful candidates will be required to provide proof of compliance with Chapter 6 of the Constitution of Kenya, 2010