



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
KONGONI TECHNICAL AND VOCATIONAL COLLEGE



Along Eldoret – Kitale Road P.O. Box 45 – 30205 Matunda
TEL: 0788-070-303 EMAIL: kongonitvc@gmail.com WEBSITE: www.kongonitvc.ac.ke

JOB READVERTISEMENT

The Board of Governors of Kongoni Technical and Vocational College (KTVC) is seeking to fill the following position

1. Job Information		
JOB TITLE: INTERNAL AUDITOR		No. of Posts: 1
DEPARTMENT/ SECTION/UNIT: INTERNAL AUDIT		
REPORTS: FUNCTIONALLY TO AUDIT COMMITTEE		
REPORTS: ADMINISTRATIVELY TO PRINCIPAL/CEO		
DIRECT REPORTS: DEPUTY INTERNAL AUDITOR	TERMS OF SERVICE: PERMANENT	

This position is responsible to develop and monitor the implementation of the Internal Audit strategy, budgets, policies and procedures. The position coordinates the implementation of the Internal Audit Work plan to ensure delivery of audit services that meet set timelines and quality standards

a) Duties & Responsibilities

- b) Coordinate the preparation of the audit budget to ensure sufficient allocation of resources critical for the timely implementation of the audit strategy
- c) Develop an annual programme of audit review work, to ensure audit reviews are done in a timely manner for quality management purposes and compliance to the relevant statutory requirements
- d) Present findings of audit reviews to management to assist in the development and implementation of strategies to address the issues/gaps identified.

- e) Report to the Audit committee in relation to the adherence to the internal systems, Policies and procedures to avert risks that arise.
- f) Coordinate the application of a risk-based approach to review the institution's systems and controls to identify any gaps in the management of risks and recommend appropriate strategies.
- g) Monitor the implementation of the board recommendations to ensure appropriate interventions are implemented for any challenges identified in the implementation
- h) Coordinate the training of users on risk management practices across the institution to ensure the organization is aware of the rules and regulations governing risk at all times.
- i) Conduct internal checks across all the institution departments in order to mitigate any arising risks that might expose the institution and prevent fraud.
- j) Examine the payment documents to eliminate errors or fraud.
- k) Making follow-up on external audits.

Academic Qualification, Skills and Work Experience

- i. Bachelors' degree in any of the following areas: Commerce, (Finance or Accounting option)/ Business related course (commerce or accounting option)
- ii. Certified public accountant (CPAK) qualification and member of ICPAK/IIA with good standing
- iii. Must have one year of relevant experience.
- iv. Must be computer Literate.
- v. Meet the requirement of Chapter Six of the constitution of the Republic of Kenya

All Applications including CVs and copies of relevant certificates should be submitted to the undersigned on or before 5:00 pm 5th September, 2025.

The Principal Kongoni Technical and Vocational College

P.O. Box 45-30205

MATUNDA

NB: All applications can either be submitted in hardcopy or sent to: kongonitvc@gmail.com

Applicants who had applied previous need not to re-apply.

Kongoni Technical and Vocational College is an Equal Opportunity Employer – women and persons with disability are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted.

Approved for circulation

PRINCIPAL
KONGONI TECHNICAL AND
VOCATIONAL COLLEGE
P. O. BOX 45-30205, MATUNDA
Date: 20/08/2025