



7. Principal Internal Auditor (FCA 4) - NIFC/PIA/7/2025

a) Job Specifications

This is a promotional job grade. An officer at this level will work under the supervision and guidance of the Deputy Director, Internal Audit and oversee operations within his/her division.

b) Job Descriptions

The following are the duties and responsibilities.

- (i) Develop audit strategies, policies and procedures and ensure effective implementation;
- (ii) Prepare risk based annual audit plan for approval by the Audit & Risk Management Committee;
- (iii) Prepare audit reports on completion of each audit engagement to ensure timely issuance to Management for implementation of recommended actions;
- (iv) Evaluate progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits;
- (v) Prepare quarterly audit reports to the Audit and Risk Management Committee of the Board;
- (vi) Execute special audits/investigations;
- (vii) Evaluate the performance of staff in the Division to ascertain efficiency and effectiveness in work performance in meeting the objectives of the function; and
- (viii) Prepare the department's annual budget, control and monitor its implementation.

c) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Bachelor's Degree Accounting, Finance or Business Administration (Finance and Accounting option) or any other relevant qualification from a recognized institution;
- (ii) Master's degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or any relevant qualification from a recognized institution;
- (iii) Professional qualification, Certified Public Accountants (K) and Certified Internal Auditors from a recognized institution;
- (iv) Membership with Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA) or any other recognized professional body;



- (v) At least eight (8) years relevant work experience;
- (vi) At least three (3) years in supervisory role;
- (vii) Management course lasting not less than four (4) weeks from a recognized institution;
- (viii) Proficiency certificate in computer applications; and
- (ix) Fulfilled the requirements of Chapter six (6) of the Constitution of Kenya.

d) Key Competencies and skills

- (i) Advanced financial reporting;
- (ii) Technical accounting knowledge;
- (iii) Budgeting and forecasting;
- (iv) Audit and compliance;
- (v) Risk management;
- (vi) Leadership and supervision skills;
- (vii) Interpersonal skills; and
- (viii) Technical proficiency.



How to Apply:

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to recruitment@nifca.go.ke addressed to:

**Chief Executive Officer
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P. O Box 30007-00100
Nairobi, Kenya**

Please note:

- Applications must be received by Wednesday 25th February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.