



COMMISSION ON REVENUE ALLOCATION
Promoting an Equitable Society

VACANCY ANNOUNCEMENT

The Commission on Revenue Allocation (CRA) is an independent Commission set up under Article 215 of the Constitution of Kenya. Its core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the National and County Governments; sharing of revenue among the County Governments and make recommendations on other matters concerning the financing of, and financial management by county governments.

The Commission seeks to recruit experienced, qualified and competent persons to fill the following position:

DEPUTY DIRECTOR INTERNAL AUDIT: GRADE - CRA 3 (ONE POSITION)

Reporting to the Commission Secretary and the Commission Audit Committee, the position holder will assist by independently ensuring the effectiveness of policies, procedures and standards by which the Commission's financial, physical and intellectual resources are procured, deployed and managed.

MAIN DUTIES AND RESPONSIBILITIES:

1. To develop internal audit strategies, policies, systems and procedures;
2. To coordinate programmed and ad hoc audits of operations and activities of the Commission and to monitor and evaluate use of the Commission's resources;
3. To offer Secretarial services to the CRA Audit Committee;

4. To coordinate the review of financial systems in place and CRA compliance to financial policies, records maintenance, accounting procedures and reporting guidelines
5. To coordinate the preparation and issuance of periodic reports to CRA Audit Committee and Management on the status of implementation of the Internal Audit work plan;
6. To provide advisory services to the Commission with regard to sound management systems (Governance), risk and internal control processes;
7. To develop systems to identify, determine and evaluate risk areas, level of risk and suggest remedial measures;
8. To advise management on the integrity of processes and operations to ensure that the Commission obtains value for money;
9. To monitor the implementation of audit recommendations in the Commission.
10. To review and appraise the soundness, adequacy, and application of accounting, financial and other operating controls and promote effective control at reasonable cost;
11. To ascertain the reliability of management data and information available for effective and efficient decision making at the Commission;
12. To evaluate measures put in place by management to ensure that the Commission's assets are accounted for and safeguarded from losses of all kind.
13. To monitor and appraise performance of Internal Audit staff in line with quality standards and work processes to ensure the achievement of the departmental objectives and recommend operating improvements.
14. To liaise with Commission's external auditors.

REQUIRED ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

The applicant will be required to meet the following requirements:

1. Minimum of a Master's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent from a recognized institution;

2. Bachelor's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent from a recognized institution;
3. A Professional Certified Public Accountant of Kenya (CPA-K), ACCA or any other professional accounting qualification;
4. Certified Internal Auditor (CIA) finalist or Certified Information Systems Auditor (CISA) will be an added advantage;
5. Registered member of the Institute of Certified Public Accountants of Kenya (ICPAK). Being a member of the Institute of Internal Auditors (IIA), or Information Systems Audit Control Association (ISACA) will be an added advantage.

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:

The applicant will be required to meet the following requirements:

1. At least ten years (10) years' experiences in a busy organization, preferably within the public service with three (3) years as Head of Internal Audit section.
2. Advanced technical skills in in Management, Finance, Procurement, and or related discipline.
3. Strong managerial skills and ability to lead teams to attain departmental goals.
4. He/she must be a person of integrity, demonstrate excellent interpersonal skills and be a team player.
5. Competent, organized, excellent interpersonal and communication skills.
6. Excellent knowledge of relevant basic computer applications and
7. Ability to work in a team-modulated and collaborative environment.

APPLICATION GUIDELINES:

- 1) If your training, experience and competence match or exceed any of the above minimum requirements, please send a secured copy of your application, a detailed up-to-date curriculum vitae, indicating current remuneration, e-mail and telephone contacts, together with copies of certificates and testimonials. You should also give the names of three (3) referees who must be familiar with your previous work and academic experience indicating their telephone, postal and email addresses.
- 2) Application should be addressed to the Commission Secretary, CRA and be sent by post or hand delivered to the Commission offices at 14 Riverside Drive by **Monday, 6th December 2021** at 5.00 pm. as follows:

**APPLICATION FOR THE POSITION OF ____ (insert appropriate position)
TO THE COMMISSION SECRETARY/CEO
COMMISSION ON REVENUE ALLOCATION
14 Riverside Drive
Grosvenor Block
P.O. BOX 1310 - 00200
NAIROBI.**

Only shortlisted candidates will be contacted. If you do not hear from us in the next three months from the date of this advertisement, then consider your application unsuccessful.

The CRA is an equal opportunity, gender sensitive and compliant employer