



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:

INTERNAL AUDIT OFFICER: GRADE - CRA 5 (ONE POSITION)

Reporting to the Deputy Director Internal Audit, the position holder will assist by independently evaluating and improving on the effectiveness of risk management, control, and governance processes of the Commission.

DUTIES AND RESPONSIBILITIES:

1. To carry out internal audits in accordance with generally accepted government auditing standards;
2. To evaluate the adequacy of internal controls, generate quarterly report findings and recommend improvements for effective management.
3. To examine financial data and statements;
4. To review management systems and programs and recommend improvements
5. To participate in developing a flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by the management.

6. To implement the annual audit plan as approved, including, as appropriate, assist in investigations requested by the management, the audit committee or the commission.
7. To review the adequacy of controls established to ensure compliance with internal policies, procedures, statutory and regulatory requirements
8. To follow up on the implementation of internal and external audit recommendations and evaluate the response and actions taken by management.

REQUIRED ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

The applicant will be required to meet the following requirements:

- 1) A Bachelor's degree in Commerce, Finance, Economics or any other in the financial field.
- 2) Possession of Master's Degree in Finance, Accounting, Business Administration from reputable University will be an added advantage.
- 3) Possession of CPA (K), ACCA or any other professional accounting qualification.
- 4) Possession of at least CIA (Part I) 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) A minimum of five (5) years' experience in internal/external audit environment in a reputable organization.
- 2) He/she must be a person of integrity, demonstrate excellent interpersonal skills and be a team player.
- 3) Competent, organized and with effective communication skills.
- 4) Excellent knowledge of relevant basic computer applications.

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