



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
EDUCATION

KEROKA TECHNICAL TRAINING INSTITUTE
P. O BOX 440 – 40202 KEROKA TEL: 0726 588 558 /020 8065130
E-MAIL: technicalkeroka@yahoo.com WEBSITE: www.kerokatechnical.ac.ke



KETTI/BOG/HR/1/2025

13TH MAY 2025

VACANCY ADVERTISEMENT

Keroka Technical Training Institute is a reputable Public Institution located in Masaba South Sub-County, Kisii County. The Institute invites applications from all qualified candidates to fill the following vacancy.

INTERNAL AUDITOR - KETTI JOB GROUP K –JOB GRADE 10 (1 Post)

(a) Duties and Responsibilities

An Internal Auditor will administratively and functionally assist the Principal and the Board of Governors.

Specific duties and responsibilities will entail: -

- i. Developing and formulating internal audit policies, regulations, and guidelines, and evaluating their impact;
- ii. Developing and facilitating operationalization of risk management strategies and initiatives to mitigate risks in the institute;
- iii. Developing and implementing annual audit plans for the internal audit unit;
- iv. Spearheading the internal audit function in accordance with obtaining laws and regulations and international auditing standards;
- v. Coordinating regular audits on systems, processes, and procedures
- vi. Coordinating audit assignments;
- vii. Investigating suspected fraudulent and corrupt activities;
- viii. Reviewing internal control and procedures;
- ix. Facilitating compliance with statutes, regulations, and government guidelines;
- x. Updating and maintaining audit records;
- xi. Facilitating operations of external auditors;
- xii. Following up on the implementation of internal audit recommendations;
- xiii. Developing new initiatives aimed at improving internal audit operational efficiencies;
- xiv. Auditing and reviewing of financial statements to ensure compliance with internal financial reporting standards; and
- xv. Supervision, guidance, and development of staff in the unit.
- xvi. Having proven knowledge in Enterprise Resource Planning (ERP) will be an added advantage
- xvii. Perform any other duty assigned by the Principal.

13/05/2025

Approved for Circulation

(b) Requirements for Appointment

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

- i. Served in the grade of Internal Auditor I or in a comparable and relevant position for a minimum period of Three (3) years;
- ii. Bachelor of Commerce degree (Accounting/Finance option), Auditing, Accounting, Finance, Business Administration (Accounting or Finance Option) or equivalent qualification from a recognized institution;
- iii. Holder of CPA (K) or ACCA or an equivalent;
- iv. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) or a relevant professional body;
- v. A member of the Institute of Internal Auditors (IIA) will be an added advantage
- vi. Certificate in computer applications; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

In compliance with Article six (6) of the Constitution of Kenya, the successful candidate shall provide:

- Valid certificate of good conduct
- Valid Tax Compliance certificate
- HELB Clearance certificate
- Clearance Certificate from the Ethics and Anti-Corruption Commission (EACC)
- Clearance certificate from a recognized Credit Reference Bureau (CRB)

How to apply

1. Each application shall be accompanied by a detailed Curriculum Vitae, copies of relevant Academic and Professional Certificates, National Identity card or passport, Testimonials, and other relevant supporting documents.
2. Applicants should submit three (3) hard copies of their applications
3. Applications must be submitted on or before Monday, **2nd June 2025**
4. The application should be addressed to the:

**The Principal / B.O.G Secretary
Keroka Technical Training Institute
P.O. Box 440,
Keroka.**

The institution is an equal opportunity employer. Women, the marginalized, and persons with disabilities (PWD) are encouraged to apply.



18/05/2025.

Approved for Circulation