



**UNIVERSITY OF NAIROBI**  
**INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**CHIEF INTERNAL AUDITOR, GRADE: 15, INTERNAL AUDIT, CENTRAL ADMINISTRATION –  
ADVERT NO. AC/4/266/26 (R&T) - 1 POST**

For Appointment to this grade, the applicant must have:

**Academic and professional Requirements:**

- a) PhD degree in Finance/ Accounting or its equivalent.
- b) CPA (K)
- c) Be a member of a recognized professional Accounting body.
- d) Computer literacy.

**Experience and skills:**

- a) 12 years' experience, of which 3 years should be at Deputy Director, Finance or equivalent.
- b) Have relevant qualifications and expertise in audit, financial management, or accounting with experience and knowledge in risk management;
- c) Have outstanding professional competence in Financial Management.
- d) Demonstrated high administrative capabilities.
- e) Computer literacy.

**Duties and Responsibilities:**

The duties and responsibilities shall include but are not limited to:

- a) Advice management on the adequacy of internal control systems in place.
- b) Responsible for formulating risk based Annual Audit Plan in consultation with management and Audit and Risk Committee.
- c) Implementation of an Annual Risk based Audit Plan and other special audit assignment.
- d) Prepare audit reports for informed decision making by management.
- e) Facilitate the Audit and Risk Committee meetings on a quarterly basis.
- f) Carry out investigation of any suspected fraudulent activities within institution and report accordingly.
- g) Carry out follow-up audits on issues raised in the Management Letter by external auditors and the systems audit report.
- h) Carry out staff performance appraisal within the unit as per agreed time lines.
- i) Advice management on the reliability and integrity of financial and other management information systems.

- j) Ensure the University adheres to statutory, policies, procedures and regulatory requirements on financial management.
- k) Recommending effective control and enterprise risk management measures after performing various audits.
- l) Reviewing specific operations at the request of Audit Committee or management.
- m) Liaison with external Auditors to ensure that there is adequate follow up of audit queries.
- n) Overseeing implementation of the Directorate's Performance Contract.
- o) Carry out any other duties as specified by appointing authority

**NOTES:**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: [recruit-ciaia@uonbi.ac.ke](mailto:recruit-ciaia@uonbi.ac.ke)

**CLOSING DATE:TUESDAY, MAY 12, 2026**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY  
SHORTLISTED APPLICANTS WILL BE CONTACTED**