



Technical University of Mombasa Enterprise Limited

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent and qualified people to fill the following vacancy within its staff establishment.

S/No.	Position	Vacancy No.	No. of Posts
1	Internal Auditor	TUMEL/HR&ADM/IA/06/11/2024	1

Reporting to: Managing Director

The Internal Auditor will be responsible for planning, developing and monitoring the implementation of internal audit strategies and annual audit plans for the company; perform duties in planning, managing and conducting operational and compliance audits; develop comprehensive reports of findings and recommendations; provide professional recommendations in formulating policies and procedures to ensure a sound system of internal control and compliance; develop and implement risk management policies and guidelines and fraud detection and prevention.

Key Duties and Responsibilities:

- Evaluate the company's compliance program;
- Evaluate how well risk management is being handled within the company - evaluating information security and risk exposures;
- Reporting on risk management issues;
- Performing an analysis of how the company will perform in the case of business interruption;
- Providing continued education and advice to different business units and teams regarding compliance and risk assessment;
- Anticipating emerging issues through data and assessment;
- Communicating with a variety of stakeholders; and
- Perform any other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Professional Qualifications and Requirements:

- Bachelor's Degree in Commerce {Accounting /Finance option}, Auditing, Accounting, Finance, Business Administration {Accounting/Finance option} or equivalent qualification from a recognized institution.
- CPA-K holder.

We are committed to providing excellent services and products at outstanding value Page 1 of 3



- Membership to the Institute of Certified Public Accountants of Kenya {ICPAK} or relevant professional body.
- Possession of Computerized Information System Audit {CISA} certification will be an added advantage.
- At least five {5} years' experience in the grade of Internal Auditor or a comparable and relevant position.
- Demonstrate merit and show ability as reflected in work performance and results
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent documentation, communication, and IT skills.
- Advanced computer skills in MS Office, accounting software, and databases.
- Ability to manipulate large amounts of data and to compile detailed reports.
- Proven knowledge of auditing standards and procedures, laws, rules, and regulations.
- High attention to detail and excellent analytical skills.
- Sound independent judgment.

Key Personal Attributes

- Must display high integrity, professionalism, objectivity, confidentiality, and reliability.
- Good knowledge of the Laws of Kenya
- Excellent written and spoken English.
- Accuracy and strong attention to detail.
- Proactive approach to work, self-motivation, and a team player.
- Proficiency in Microsoft Office (creating spreadsheets and using financial functions).
- Excellent interpersonal, planning, organizing, and coordinating skills.
- Possess excellent communication skills.
- Good organization skills.

TUMEL Grade	Consolidated Salary Range	Contract Duration
2	89,000/= - 115,767/=	3 years, renewable based on performance

NOTE:

- i. If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- ii. Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.



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How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials may be submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Managing Director not later than 21st November 2024 by 5:00 pm.**

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 - 80100

Mombasa.

TUMEL is an equal-opportunity employer committed to diversity and gender equality. Women, marginalized, and minority groups are encouraged to apply.



A handwritten signature in blue ink, appearing to read 'Jung King'.