

# 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 accounting of the commerce option or equivalent of the commerce option option of the commerce option option option option option option option option option option

CPA-K holder.

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- 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.

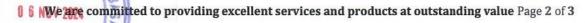
TUMEL Grade	Consolidated Salary Range	<b>Contract Duration</b>
2	89,000/= - 115,767/=	3 years, renewable based on performance

#### NOTE:

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MANAGING DIRECTO

- 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.





# 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: <a href="mailto:applications@tumel.co.ke">applications@tumel.co.ke</a> or in hard copy and submitted to the office of the Managing Director not later than 29th 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.



