Technical University of Mombasa Enterprises Limited (TUMEL)

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) is a Private Limited Liability Company wholly owned by Technical University of Mombasa (TUM). The Company was incorporated on 7th August 2013 as an income-generating unit for the University.

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent, proactive, qualified and self-driven individual to fill the following vacancy within its staff establishment.

S/N	Position	Vacancy No.	No. of Posts
1	Internal Auditor	**TUMEL/HR&ADM/IA/13/11/2026**	1

Reporting to: Board of Directors and administratively to the Managing Director

Job Purpose

The Internal Auditor will drive the Audit Committee's agenda of enhancing compliance across TUMEL by providing independent, objective evaluation and assurance as well as advice designed to add value and improve the company's operations while focusing on internal control systems, risk management and governance.

Your core deliverables will include developing comprehensive risk-based internal audit plans, effective risk identification, assessment and mitigation, timely reporting and communication across the company, and collaboration with cross-functional teams.

Job Description

Key Responsibilities

- Assessing, evaluating and monitoring the Company's internal control systems.
- Ensuring financial operations and business processes are efficient, effective, and in compliance with company policies and legal requirements.
- Conducting regular audits of financial records, transactions, and accounting systems to ensure accuracy and integrity.
- Checking that the company complies with all relevant regulations, laws, and corporate governance requirements, including those set by regulatory bodies.
- Reporting findings to the Management, Board of Directors, and Audit Committee, highlighting any discrepancies, inefficiencies, or areas of concern.
- Provide recommendations to improve processes, strengthen internal controls, and address any weaknesses in financial management.
- Identify and investigate potentially fraudulent activities within the company.

- In addition to audits, providing advisory services to management regarding best practices in financial management, internal controls, and corporate governance.
- Assist in developing and implementing policies to improve operational efficiency and reduce financial risks.
- Develop and implement an Annual Risk-Based Audit Plan, providing a comprehensive assessment of operating systems, policies, and processes from an internal control, compliance, and efficiency perspective.
- Implement and review the Internal Audit Charter.
- Monitor financial and operational performance through data analysis and reviews of budget variances, key performance indicators (KPIs), and other performance metrics, ensuring that the company meets its financial goals and objectives.
- Obtain, analyse and evaluate necessary documentation, previous reports, and data to support audit findings
- Report and discuss the findings of audit reviews with the Board, Management and the Audit Committee on a constructive basis to develop the most appropriate recommendations for issues arising.
- Develop strong working relationships with external auditors and stakeholders as required, and follow up on the implementation of their recommendations.
- Participate in special audit requests as may be required from time to time.
- Follow up on closure of agreed audit recommendations.
- Perform any other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Person Specification

For appointment to this position, a candidate **must**:

- Possess a Bachelor's Degree in Commerce {Accounting /Finance option}, Auditing, Accounting, Finance, Business Administration {Accounting/Finance option} or equivalent qualification from a recognized institution.
- Have served for a minimum of 5 years as an Internal Auditor or comparable and relevant position.
- Be a CPA (K) or equivalent and be a member of the Institute of Certified Public Accountants (ICPAK) or a relevant professional body.
- Have working experience using ERP systems such as Odoo, SAP, Oracle, Microsoft Dynamics, ERPNext, or similar.
- Advanced MS Excel skills

Additional Advantage:

- Possession of Computerized Information System Audit {CISA} certification will be an added advantage.
- Advanced computer skills in MS Office, accounting software, and databases.
- Proven knowledge of auditing standards and procedures, laws, rules, and regulations.
- Experience with Microsoft Power BI, advanced financial modelling and business intelligence tools will be an added advantage.
- Ability to leverage Artificial Intelligence (AI) tools to improve data analysis and operational efficiency.

Key Skills and Competence

- High attention to detail, excellent analytical and presentation skills
- Strategic and independent thinker.
- Ability to build collaborative relationships across the organization.
- Research and investigation skills.
- Ability to manipulate large amounts of data and to compile detailed reports.
- Must display high integrity, professionalism, objectivity, confidentiality, and reliability.
- Good knowledge of the Laws of Kenya
- Excellent written and spoken English.
- 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, documentation, organizational, and planning skills.
- Strong understanding of corporate governance and regulatory frameworks applicable to private limited companies;

TUMEL Grade	Salary	Contract Duration
2	Open	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. Lack of inclusion of all details as sought or any form of canvassing either directly or indirectly shall lead to automatic disqualification.

iii. TUMEL is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.

How to Apply

Interested persons who meet the above criteria are requested to submit duly signed application letters enclosing detailed curriculum vitae (CV), certified copies of relevant academic and professional certificates, national identity card and KRA PIN. The CV **must** at a minimum provide details of current employer, current designation, current job group, current remuneration, date of substantive appointment, county and sub-county of origin, and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information – mobile number and email. Applications to be submitted through the link: https://jobs.tumenterprises.com/jobs/tumel/internal-auditor-hr-opn-2026-0027 not later than 30th November, 2026 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.