



NAROMORU WATER & SANITATION COMPANY

Naromoru Town in Kanyua Building next to Naromoru Posta offices.

P.O. Box 234 – 10105, NAROMORU.

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TEL: 0791 151 094

ADVERTISEMENT FOR A VACANT POSITION - NAROWASCO/ADVERT/2/7/2022

Naromoru Water and Sanitation Company is mandated to Provide Water and Sanitation Services in Naromoru Town and its environs in Nyeri County and lower parts of Laikipia County.

In order to strengthen our management team and to ensure continued success and growth, the company is inviting applications from a highly competent and experienced individual who is proactive and self-driven to fill the position of Internal Auditor on three years performance renewable contract

1. INTERNAL AUDITOR

a) Job purpose

The Internal Auditor is responsible for the Internal Audit function of the Company to provide a continuous appraisal of the company's operations, systems against internal control systems, policies, procedures, and manuals.

b) Reporting relationship

This role reports directly to the Audit Committee of the Board and administratively to the Managing Director

c) Supervises

Internal Audit department/function staff

d) Representative Tasks/Job description

The duties and responsibilities entail:

- i. Play a senior leadership role in bringing the internal community along to support the outputs delivered by developing effective and strategic relationships.
- ii. Build a highly effective team, by leading, managing and motivating staff and by directing and coaching them where appropriate, so that they achieve excellence in delivery.
- iii. Take responsibility for the reports emerging from the department and all documentation sent to the General Manager.
- iv. Oversee department's budgeting, monthly, quarterly and annual reporting, cash flow and debt management.
- v. Develop a flexible annual audit plan, using an appropriate risk-based methodology and including any risks or control concerns identified by Management, and submit that plan to the audit committee for review and approval.
- vi. Ensure the approved audit plan is implemented including any special tasks or projects requested by the Board Audit Committee and the GM. The requests by the Audit Committee and CMT however, must comply with the Laws, regulations, BKB policies, and internal audit charter;
- vii. Analyze any capacity deficiencies and request resources to meet the requirements of the internal audit charter and the audit plan.
- viii. Issue periodic audit reports summarizing results of audit activities;

- ix. Keep the Board Audit Committee and the GM informed of emerging trends and changes in International Standards on the Practice of Internal Auditing;
- x. Conduct an investigation of suspected fraudulent activities within the Company and report the results appropriately;
- xi. Liaise with the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the company at a reasonable overall cost;
- xii. Report the results of the follow-up of the implementation of external audit findings and recommendations.
- xiii. Coordinating the implementation of the Internal Control Framework so as to streamline Internal Control and Risk Management in the company's business processes;
- xiv. Reviewing the internal control framework and consistently ensuring its compliance;
- xv. Coordinating and facilitating the development and implementation of the formal risk management framework;
- xvi. Documenting audit procedures, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures;
- xvii. Identifying, developing, and documenting audit issues and recommendations;
- xviii. Coordinating and liaising with external auditors of the authority to ensure external audits and financial reporting processes are efficient and effective;
- xix. Conducting appropriate (governance and performance) assessment exercises so as to streamline the company's performance and governance processes;
- xx. Provide leadership, maintains discipline, train and appraise staff in the internal audit department
- xxi. Motivate and nurture the department to achieve excellence in capability to achieve overall objectives.
- xxii. Lead the department by budgeting, planning, and directing resources to achieve targets and objectives.
- xxiii. Supervise the development, implementation, and management of finance policies.
- xxiv. Ensure performance measures are designed to evaluate performance against the strategic plan;
- xxv. Ensure reporting on work done into the reporting structures in the company on a monthly; quarterly or annual basis
- xxvi. Leading in the development of the annual audit plan; and
- xxvii. Performing related work as may be required.

Job Specification: Requirements for (academic/professional Qualification/experience)

- i. Minimum qualification CPA part (2), or equivalent qualification
- ii. At least 3 years of experience with at least 1 years of Managerial/supervisory experience

Qualified and interested candidates should send their application alongside a detailed CV indicating their current and previous employer and position held, current and expected salary, name of at least three professional referees, academic and professional certificates together with a copy of national identity card and or passport. All applicants must satisfy the requirement of chapter six of the constitution of Kenya 2010.

Salary Scale

Ksh 19,323 × 966 – 20,289 × 1,015 – 21,304 × 1,065 – 22,369 × 1,120 – 23,489 × 1,173 – 24,662 p.m

All applications should be addressed as below so as to reach us not later than 25th July, 2022.

The Board Chairman

Naromoru Water and Sanitation Company

P.O BOX 234 – 10105

NAROMORU

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Only shortlisted applicants shall be contacted and canvassing will result into automatic disqualification.

NAROWASCO Is an Equal Opportunity Employer All qualified persons are encouraged to apply.