



**OFFICE OF DEPUTY REGISTRAR  
(ADMINISTRATION AND HUMAN CAPITAL)**

Ref: LU/ADMIN/R(ADMIN)/132/EA/84

26<sup>th</sup> January, 2021

**JOB VACANCIES**

Laikipia University is a Public Chartered University located 11 kms from Nyahururu Town along Nyahururu -Nakuru Road and 50 kms from Nakuru along Nakuru –Nyahururu road.

Laikipia University's vision is to be a University for valued transformation of society. The mission is to serve students and society through research, education, scholarship, training, outreach and consultancy. To effectively fulfill its mandate, the University has a vacancy for the following position:

**Deputy Chief Internal Auditor Grade 14 - 1 Post -Ref. No. LU/AD/3/1/21**

The appointment is on a five (5) years contract renewable subject to satisfactory performance.

Applicant must;

- Be holders of Masters degree in Accounting, Finance or in any other relevant field
- Be holder of Bachelor's Degree in Commerce (Accounting or finance) and hold a professional qualification either in CIA (K) or CPA (K) or CISA (Certified Information Systems Auditor) final
- Be of high integrity and be able to supervise staff in the department
- Must have at least 3 years experience at a senior level in large organization
- Be conversant with current auditing system in public sector
- Be registered with ICPAK or any other relevant regulatory body
- Be computer literate.

**DUTIES AND RESPONSIBILITIES**

1. Incharge of the department.
2. Responsible for appraisal, summarization and discussion of Audit findings with relevant departments or sections.
3. Responsible for the formulation, co-ordination and implementation of all audit polices in the University.
4. Initiating and co-ordinating audit investigations.
5. Review and revise existing internal audit control systems.
6. Review and present audit reports to the audit governance and Risk Management Committee of Council.

**Vision** : A University for Valued Transformation of Society

**Mission**: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



7. Develop and implement audit work plans.
8. Ensure compliance with National and International audit and accounting standards.
9. Responsible for formulation and implementation of departmental strategic plan.
10. Responsible for submission of University Budget to University Council and the Government.
11. Serve as Secretary to the Audit Governance and Risk Management Committee of the Council.
12. Any other duties that may be assigned by immediate supervisor.

**Salary scale:**

Deputy Chief Internal Auditor Grade 14 - **Kshs 162,203 – 228,848 p.m.**

**Mode of Application.**

Candidates will be required to satisfy the requirement of chapter six of the constitution of Kenya 2010 and must attach the following:

- Certificate of good conduct from the Directorate of Criminal Investigation.
- Tax compliance certificate from KRA.
- Clearance certificate from Higher Education Loans Board.
- Clearance certificate from CRB.
- Self declaration of wealth from the Ethics and Anti-Corruption Commission

Applicants must submit ten (10) copies of applications giving details of age, education and professional qualifications, detailed work experience, present post and salary, applicants' telephone number and email address, and enclose certified copies of certificates and testimonials and give names and addresses of three (3) referees who are knowledgeable about the applicants competence and area of specialization. Applicants should request their referees to write directly to the undersigned. The name and reference number of the position for which the application is made should be clearly marked on the envelope and addressed to:-

The Deputy Vice-Chancellor (AF&P)  
Laikipia University  
P.O. Box 1100-20300  
**NYAHURURU – KENYA**

So as to reach him not later than 19<sup>th</sup> February, 2021

N.B. A soft copy of the application letter and C.V. **only and No other attachment** should be sent by email to [radmin@laikipia.ac.ke](mailto:radmin@laikipia.ac.ke)

***Laikipia University is an equal opportunity employer.***

***Persons of the female gender, persons living with disabilities and those from minority groups are encouraged to apply***

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