



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Assistant Internal Auditor Grade C**.

ASSISTANT INTERNAL AUDITOR GRADE C 1 POSITION: REF: PU/ADV/1/5/2019

This is a lower-level position in the university and appointment to this position is either on permanent and pensionable terms; or on a two (2) year renewable performance- based contract depending on age, citizenship and any other reason.

REQUIREMENTS FOR THE POSITION OF ASSISTANT INTERNAL AUDITOR GRADE C

Academic Qualifications

Applicants must have a Bachelor's degree in Commerce or equivalent qualification from a recognized University;

In addition, candidates must:

- Have CPA II
- Certificate in Computer Applications
- Have Knowledge of ERP (Enterprises Resource Planning)

Experience

The candidate must have a minimum of 3 years work experience in finance or Audit department in a large or busy organization, with proven integrity, honesty and compliance to deadlines.

Candidates should have experience in carrying out the following duties and responsibilities:

- Ensure proper filing of documents
- Preparing of audit plans
- Preparation of working papers on audit assignments
- Carrying out specific audit assignments
- Conducting audit tests on audit assignments
- Follow up on corrective actions
- Drafting audit reports

In addition, candidates should show active involvement in International/Continental/Regional /National/ Local/Community activities.

Skills and Competencies

Applicants should possess the following skills.

- Computer literacy
- Leadership skills
- Organizational skills
- Analytical ability.
- Teamwork skills
- Interpersonal skills
- Good communication skills

TERMS OF SERVICE

Benefits for the above position include a competitive basic salary, house allowance, medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances.

Interested applicants should send four (4) copies of their application for the above position.

Applications and recommendations letters from referees should be addressed to,

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Application should include an up to date CV, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer, Female candidates and persons living with disability are encouraged to apply and should attach their National Council for persons with disabilities (NCPWD) Certificate.

Candidates with foreign qualifications must submit a Certificate of Recognition from Commission of University Education.

The deadline for submitting applications is Friday 17th May, 2019. Applications received latter than this date will not be considered.

Please Note that: Only shortlisted candidates will be contacted
Canvassing will lead to automatic disqualification.