

Job Descriptions for Senior Principal Internal Auditor

Job Title	Senior Principal Internal Auditor
Grade	NSDCC 4
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Internal Audit
Department	Internal Audit
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Senior Principal Internal Audit
Direct Reports	Principal Internal Auditor
Indirect Reports	Senior Auditor
Job Purpose	
To coordinate internal audit functions in accordance with the International Auditing standards and Public Finance management Act while providing independent and objective assurance of effectiveness of internal controls, governance processes and risk-based management systems in the Board	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Formulate and coordinate the implementation of internal audit policies, strategies and plans. 2) Manage Investigations by monitoring/tracking progress of cases allocated to auditors. 3) Coordinate risk assessment, measurement and management and make recommendations for management decision. 	

- 4) Oversee nurturing of competencies and promote a working environment that optimizes individual and team potential in the Department.
- 5) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Department.
- 6) Foster a corporate culture that promotes ethical practices and good citizenship within the Department.
- 7) Coordinate implementation of a robust performance management system within the Department through providing oversight of the delivery of the annual performance contract and the strategic plan; and
- 8) Provide leadership, supervision, coaching, mentoring, training, and development of the Department staff to ensure an effective and motivated team;

II. Operational Responsibilities / Tasks

- 1) Provide independent assurance on risk management process on both design and operation.
- 2) Evaluate the efficiency, effectiveness and compliance of operation systems with corporate security policies and related government regulations.
- 3) Test the efficacy of the risk assessment systems.
- 4) Monitor and report on the overall risk profile.
- 5) Support various departments in risk profiling.
- 6) Provide input into the corporate risk and audit plans.
- 7) Conduct special audits and investigations on reported and suspected cases.
- 8) Plan, execute and lead information security audits across the organization.
- 9) Inspect and evaluate financial and information systems, management procedures and security controls.
- 10) Develop and administer risk-focused examination for IT systems.
- 11) Execute and properly document the audit process on a variety of computing environments and computer applications; and
- 12) Assess the exposures resulting from ineffective or missing control practices.

Job Dimensions:

I. Financial Responsibility

- 1) Participate in the development of Departmental budgets and procurement plans; and
- 2) Accounting for utilization of allocated Departmental resources.

II. Responsibility for Physical Assets

Responsible for physical assets i.e., office space, ICT equipment, furniture and records.

III. Decision Making / Job Influence

- 1) Managerial decisions.
- 2) Operational decisions.

IV. Working Conditions

The role is performed in an office setting at the Board's Headquarters with occasional field assignments.

Job Competencies (Knowledge, Experience and Attributes / Skills).**Academic qualifications**

- 1) Master's degree in any of the following disciplines: - Commerce, Business Administration, Laws, Economics; Information Technology or equivalent qualification from a recognized institution; with
- 2) Bachelor's degree in any of the following disciplines: - Finance, Accounting Commerce, Business Administration, Laws, Forensics, Economics, Information Technology, or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

- 1) Certified Public Accountant, Certified Information, Analyst or Certified Chartered Accountants (ACCA), Certified Information Systems Auditor or equivalent qualification from a recognized.
- 2) Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors in good standing; and
- 3) Certificate in Management Course from a recognized institution.

Previous relevant work experience required.

At least eight (8) years relevant work experience four (4) years of which must have been in a Supervisory level.

Functional Skills, Behavioural Competencies/Attributes:

- 1) Leadership skills.
- 2) People management skills.
- 3) Interpersonal skills.
- 4) Problem solving.
- 5) Change management.
- 6) Analytical skills.
- 7) Communications skills.
- 8) Strategic human resource planning.
- 9) Negotiation skills.
- 10) Presentation skills.
- 11) Counselling skills.
- 12) Leadership skills; and
- 13) Coaching and mentoring.