



THE MERU NATIONAL POLYTECHNIC

ISO 9001:2015 CERTIFIED

PO BOX 111 – 60200, MERU, KENYA

Email:info@merunationalpolytechnic.ac.ke

## JOB OPPORTUNITY

The Meru National Polytechnic (MNP) is an Accredited Government sponsored Public National Polytechnic. We are looking for a qualified Internal Auditor 1 (Job Group MNPG 08).

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.
MERU NATIONAL POLYTECHNIC	Internal Auditor 1	1	2/2021
Total		1	

Internal Auditor 1 (1 Post)-V/NO.1/2021

### Job Description

Duties and responsibilities at this level will include:

- Undertaking audit verification assignments;
- Preparing and submitting audit findings;
- Preparing and maintaining audit working papers for job assigned;
- Developing and Implementing audit management systems;
- Carrying out a review of accounting, financial and budgetary systems;
- Communicate any loopholes within the Polytechnic's structures, recommend appropriate solutions to ensure minimal disruptions to business operations from unsupportive structures;
- Induct other audit staff on the use of computerized audit techniques and methods for ease in the use of techniques; and
- Undertaking non-Financial audit assignments.

## Job Specification

For appointment at this level an officer must have:

- Served as an Internal Auditor for at least 2 years;
- Bachelor Degree in the following discipline: Auditing, Accounting, Finance, Economics, Mathematics, Statistics, business Administration or equivalent qualification from recognized institution;
- Holder of CPA(K) or equivalent;
- Be a registered member of a professional body;
- Certificate in computer application skills; and
- Show merit, integrity and ability as reflected in work performance and results.

### Note:

- Shortlisted Candidates will be contacted via their mobile phone numbers

Women and Persons with Disability(s) are encouraged to apply.

### APPLICATIONS TO BE ADDRESSED TO:

THE PRINCIPAL/COUNCIL SECRETARY  
MERU NATIONAL POLYTECHNIC  
P O BOX 111 - 60200  
MERU.

Or email; [info@merunationalpolytechnic.ac.ke](mailto:info@merunationalpolytechnic.ac.ke) and reach the office on or before 27<sup>th</sup> January, 2021 not later than 5:00 pm.

