



# LAKE BASIN DEVELOPMENT AUTHORITY

## ADVERTISEMENT FOR THE POSITION OF HEAD OF INTERNAL AUDIT (1 Post)

**Job Grade: LBDA Level 2**

### About the Authority

The Lake Basin Development Authority (LBDA) is a national government development agency that was established by an Act of Parliament (Cap.442) on the 31st August, 1979 to provide an avenue for a quicker, more meaningful and co-ordinated development in the Kenyan portion of the Lake Victoria basin. The Act empowered the Authority to undertake overall planning, co-ordination, implementation and monitoring and evaluation of development programmes and projects within its area of jurisdiction.

### About the vacancy

The Authority is seeking to recruit a highly competent, analytical and objective individual to fill the position of Head of Internal Audit. The successful candidate will serve on permanent and pensionable terms of employment.

### Functions and Responsibilities of the Office holder: -

- (i) Developing, implementing and reviewing internal audit policies, strategies, procedures and plans in accordance with auditing standards;
- (ii) Reviewing budgetary performance, financial management, transparency and accountability mechanisms and processes in the Authority;
- (iii) Providing assurance on the state of risk management, internal control systems and governance within the Authority;
- (iv) Conducting special audits/investigations;
- (v) Reviewing governance mechanisms and processes in the Authority;
- (vi) Reviewing the adequacy of the controls established to ensure compliance with internal policies, procedures, statutory and regulatory requirements;
- (vii) Evaluating the effectiveness of internal controls on financial and non-financial performance management systems within the Authority;
- (viii) Reviewing the effectiveness of the Authority's Enterprise Risk Management (ERM) framework;
- (ix) Providing secretariat services to the Audit and Risk Management Committee of the Board;
- (x) Compiling and submit audit reports to the Audit and Risk Committee of the Board;
- (xi) Monitoring the implementation of legal requirements, government directives, Mwongozo, and corporate strategies and
- (xii) Responsible for performance management of the Internal Audit team.

### REQUIREMENTS FOR THE POSITION

#### Applicants should possess the following qualifications:

- (i) Must be a Kenyan Citizen;
- (ii) Bachelor's degree in any of the following disciplines: Commerce, Economics, Accounting, Finance, Business Administration, Business Management or its equivalent qualification from a recognized institution will be an added advantage
- (iii) Master's degree in any of the following disciplines: Commerce, Economics, Accounting, Finance, Business Administration or its equivalent qualification from a recognized institution.

#### Work experience

Relevant working experience of at least fifteen (15) years in accounting, audit or financial field or Served in the grade of Deputy Head of Internal Audit or in a comparable and relevant position for a minimum period of three (3) years.

#### Required Professional Qualifications

- i. Certified Internal Auditor (CIA),
- ii. Certified Public Accountants (CPA),
- iii. Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution.

#### Professional Membership

- I. Registration with the Institute of Certified Public Accountants of Kenya (ICPAK).
- II. Registration with the Institute of Internal auditors Kenya.

#### Required Competencies and Skills

- I. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- II. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- III. Certificate in computer application skills.

#### Candidates should be able to demonstrate

- Strategic Leadership and Performance Management
- Analytical, Problem Solving and Decision Making
- Adherence to National Values and Principles of governance and
- Risk Management

#### Important information to all Candidates:

- I. All shortlisted candidates will be required to submit clearance certificates from Ethics and Anti-Corruption Commission (EACC), Kenya Revenue Authority (KRA), Directorate of Criminal Investigations (DCI), Credit Reference Bureau, Higher Education Loans Board (HELB) and must be cleared by relevant professional bodies.
- II. Only shortlisted candidates will be contacted for the interview.
- III. Candidates to provide details of three (3) referees.
- IV. Women, People Living with Disability (PWD) and people from marginalized areas are encouraged to apply.
- V. Canvassing in any form will lead to automatic disqualification.

Interested persons who meet the above minimum criteria are requested to submit applications enclosing a curriculum vitae (CV) and copies of relevant academic and professional certificates addressed to;

**The Managing Director**  
**Lake Basin Development Authority**  
**P.O Box 1516- 40100**  
**KISUMU-KENYA**

**OR**

Applications should be emailed to the **Managing Director Lake Basin Development Authority** through email: [applications@lbda.go.ke](mailto:applications@lbda.go.ke) **All the documents should be in a Single PDF File.**

**OR**

Hardcopies of the applications can be physically dropped at the Authority's Head office in Kisumu, Off-Kisumu-Kakamega Road during normal working hours from 8am-5PM Monday-Thursday and or from 8am-4PM on Friday.

**NOTE: Applications to reach on or before 7<sup>th</sup> January 2025 by PM.**