



REPUBLIC OF KENYA



LAKE BASIN DEVELOPMENT AUTHORITY

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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-coordinated 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 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 **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 7th January 2025 by PM.