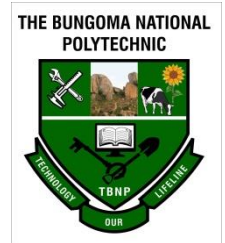




**THE BUNGOMA NATIONAL POLYTECHNIC**  
**P. O. BOX 158, BUNGOMA.**  
**TEL: 0711158158/0103669393**

Email: [info@bungomapoly.ac.ke](mailto:info@bungomapoly.ac.ke) / Web: [www.bungomapoly.ac.ke](http://www.bungomapoly.ac.ke)

**All correspondence must be addressed to the Principal**



**Opening Date: 12/11/2024**

**RE-ADVERTISEMENT FOR VACANT POSITIONS**

The Bungoma National Polytechnic (TBNP) is a reputable public TVET institution in Bungoma County. The Polytechnic is registered and Licensed under the Ministry of Education, State departments for Vocational and Technical Training.

Applications are invited from qualified and interested Kenyans to serve the following Positions:

S/N	POST	TBNP GRADE	NO. OF VACANCIES
1.	INTERNAL AUDITOR II	10/JG 'K'	1
2.	SENIOR INTERNAL AUDITOR	13/JG 'N'	1
	<b>TOTAL</b>		<b>2</b>

**1. INTERNAL AUDITOR II, TBNP GRADE 10 /JOB GROUP 'K'**

**(a) Key duties and Responsibilities**

- i. Carrying out regular audit on systems, processes, and procedures;
- ii. Participating in audit of cheques and cash payments.
- iii. Undertaking specific audit assignments;
- iv. Auditing financial statements to ensure compliance with international standards;
- v. Reviewing internal control systems in operation and reporting on any weakness;
- vi. Identifying risk areas of the institute's management structures, processes, and systems and recommending appropriate interventions to mitigate the risks;
- vii. Reviewing budgetary controls; and
- viii. Updating and maintaining audit records.

**(b) Required Qualifications and Competencies:**

For appointment to this grade, a candidate must have:-

- i. Bachelor degree in the following disciplines: Auditing, Accounting, and Finance.
- ii. Holder of CPA (II).
- iii. Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing.
- iv. Certificate in computer application skills.

**SENIOR INTERNAL AUDITOR, TBNP GRADE 13 /JOB GROUP 'N'**

**(a) Duties and Responsibilities**

- i. Developing and implementing internal audit policies, systems, tools of operation, and procedures.
- ii. Developing and facilitating operationalization of risk management strategies and initiatives to mitigate risks in the Polytechnic.
- iii. Developing and implementing annual audit plans for the internal audit unit.
- iv. Undertake internal audit in accordance international standards on auditing.
- v. Preparation of departmental budget for submission to the Council Audit Committee for approval.
- vi. Carrying out investigation on suspected fraudulent and corrupt activities.
- vii. Formulate appropriate internal control system for TBNP.
- viii. Facilitating compliance with statutes, regulations and government guidelines.
- ix. Assist in the coordination of external auditor's activities and follow up on the implementation of their recommendations
- x. Following up on implementation of internal audit recommendations;
- xi. Developing new initiatives aimed at improving internal audit operational efficiencies;
- xii. Compile quarterly and special audit reports for submission to the Council Audit committee
- xiii. Supervision, guidance and development of staff in the unit.
- xiv. Carry out post audit reviews to ensure implementation of greed corrective action plans.
- xv. Carry out any other relevant duties as assigned by the Council Audit Committee.
- xvi. Carry out any administrative duties as may be assigned by the Principal.

**b) Required Qualifications and Competencies:**

For appointment to this grade, a candidate must have:-

- i. Must have served as internal Auditor for three (3) years
- ii. Bachelor degree in the following disciplines: Auditing, Accounting, Finance.
- iii. Holder of CPA (K) or ACCA or an equivalent;
- iv. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing.
- v. Certificate in computer application skills.

Interested persons who meet the requirements should apply enclosing copies of their Curriculum Vitae, Copies of Academic and Professional Certificates and other testimonials so as to reach the undersigned on or before **3<sup>rd</sup> December, 2024**

**The Chief Principal/Secretary Council**

**Bungoma National Polytechnic**

**P. O. Box 158 - 50200**

**Bungoma**

Email: [sangaloist@yahoo.com](mailto:sangaloist@yahoo.com); [Info@sist.ac.ke](mailto:Info@sist.ac.ke); [principal@sist.ac.ke](mailto:principal@sist.ac.ke)

**Please Note:**

**1. Only candidates offered employment shall be expected to present the following clearance certificates;**

- i. Valid Certificate of Good Conduct
- ii. Valid Clearance from the Ethics and Anti-Corruption Commission.
- iii. Valid Certificate of Compliance from the Higher Education Loans Board(HELB)
- iv. Kenya Revenue Authority (KRA) Tax Compliance Clearance, and
- v. Valid Certificate of Clearance from Credit Reference Bureau (CRB)

**2. BNP is an equal opportunity employer and encourage all qualified persons, including Women, Persons with Disability and persons from Marginalized and Minority Groups to apply. Canvassing in any form will lead to disqualification**

**3. Only shortlisted and successful candidates will be contacted.**