

MU/ADM/5/1



**MOI UNIVERSITY**  
**OFFICE OF THE DEPUTY VICE-CHANCELLOR, ADMINISTRATION,**  
**PLANNING AND DEVELOPMENT**

**RE-ADVERTISEMENT**

**25<sup>th</sup> September, 2019**

**VACANCY**

Applications are invited from suitably qualified candidates for the following post. Two (2) copies of applications should be submitted in writing together with an updated Curriculum Vitae, giving details of the applicant's age, marital status, academic and professional qualifications, working experience, present post and salary, telephone contact, email address, names and addresses of three referees plus copies of certificates and testimonials. The reference number of the position applied for should be clearly indicated on both the application letter and the envelope.

Applications should be addressed to:-

**The Vice-Chancellor**  
**Moi University**  
**P.O Box 3900-30100**  
**ELDORET**

so as to reach him not later than **18<sup>th</sup> October, 2019**. Applicants are advised to contact their referees and request them to send their letters of reference to the above address. The referees should write and send their recommendations, under sealed envelopes within three weeks from the date of this advertisement. For those in employment, applications should be channelled through their Heads of Departments.

***N/B: Moi University is an equal opportunity employer and therefore applicants of both gender and persons living with disability are encouraged to apply. Only shortlisted candidates will be contacted and any canvassing will lead to automatic disqualification.***

Interested applicants should visit the University website [www.mu.ac.ke](http://www.mu.ac.ke) for detailed description of the requirements and responsibilities for the position.

**1. Department of Internal Audit**

**Chief Internal Auditor, Scale 15 (XV) (1 Position)**

**- MU/ADM/01/09/2019**

**PROF. NATHAN O. OGECHI**

**AG. DEPUTY VICE-CHANCELLOR, ADMINISTRATION, PLANNING & DEVELOPMENT**

WCK/zbl



**(ISO 9001:2015 Certified Institution)**

**Job Description**

The Chief Internal Auditor will be answerable to the Vice-Chancellor for:- Advising the University Management on all operational and financial matters, overall formulation and implementation of the audit strategy, review, planning, coordination, design, implementation, development of auditing services and systems, setting and maintaining high accounting standards in the University, and efficient organization, control and supervision of all auditing units.

**Job Specification for Direct Appointment**

For appointment to this grade, one must have:-

- (i) A relevant Master's degree from a recognized University.
- (ii) CPA (K) and 15 years relevant experience, at least 5 years of which should be as Deputy Chief Internal Auditor or equivalent position.
- (iii) Should be a Registered Member of ICPAK or an equivalent Professional Body.
- (iv) Practical knowledge of ICT.
- (v) Consistently demonstrated outstanding qualities for leadership, coordination and organization capability at top management level.
- (vi) Ph.D. in a relevant field will be an added advantage.

**Job Specification for Serving Officer**

For promotion to this grade, an officer must have:-

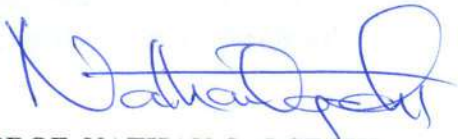
- (i) Served in the grade of Deputy Chief Internal Auditor for at least a period of 3 years.
- (ii) A relevant Master's degree from a recognized University.
- (iii) CPA (K) and should be a Registered Member of ICPAK or an equivalent Professional Body.
- (iv) Practical knowledge of ICT.
- (v) Consistently demonstrated outstanding qualities for leadership, coordination and organization capabilities at top management level.
- (vi) Ph.D. in a relevant field will be an added advantage.

Also the officer at this Grade must meet the provisions of Chapter Six of the Constitution of Kenya for Leadership and Integrity by providing relevant certificates from the following bodies:-

- ✓ Kenya Revenue Authority
- ✓ Higher Education Loans Board
- ✓ Directorate of Criminal Investigations
- ✓ Ethics and Anti-Corruption Commission
- ✓ Credit Reference Bureau

**SALARY SCALE**

*Chief Internal Auditor Scale 15 (xv) - Min of Ksh.170, 681/= p.m. - Max of Ksh.248,898/= p.m.*



**PROF. NATHAN O. OGECHI**  
**AG. DEPUTY VICE-CHANCELLOR, ADMINISTRATION, PLANNING & DEVELOPMENT**

WCK/zbl



(ISO 9001:2015 Certified Institution)