



## **INTERNAL ADVERTISEMENT**

The Energy and Petroleum Regulatory Authority (EPRA) is a State Corporation established under the Energy Act 2019. The Authority is the energy sector regulatory agency responsible for Economic and Technical Regulation of Electric Power, Renewable Energy and Petroleum sub-sectors.

The Authority is seeking to recruit suitable, qualified, experienced, result-oriented and highly motivated candidate to fill the following temporary position:

### **INTERNAL AUDITOR, EPRA JOB GRADE 6- CONTRACT ( 18 MONTHS)**

#### **Duties & Responsibilities**

1. Carrying out verification of financial information as per the audit programme;
2. Developing the audit tests to be executed during the auditing process;
3. Preparing audit working papers based on the audit programme in an accurate and timely manner;
4. Drafting audit reports as guided;
5. Updating the list of outstanding audit issues raised; and
6. Liaising with the process owners to confirm the implementation status of the audit recommendations.

#### **Information Systems**

1. Reviewing internal controls and operations on ICT systems;
2. Verify existence and safety of information assets;
3. Prepare and maintain audit working papers;
4. Prepare draft audit findings, recommendations and conclusions and submit draft audit reports for review;
5. Follow up on the implementation of internal and external audit recommendations;
6. Carry out adhoc/special information system audits requested by management.
7. Implement audit tests and audit programs relating to information systems audit
8. Give input into the annual audit plan.

#### **Qualifications**

- (i) A Bachelors Degree in Commerce, Business Administration, Business Management (Accounting Option), Bachelor Science of ICT, BSc. Information Systems or equivalent qualification from a recognized Institution;
- (ii) Be proficient in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.



**NB: Only shortlisted candidates will be required to submit the requirements of chapter six of the Constitution.**

The organization will offer a competitive salary and benefits to the selected candidate who can look forward to a rewarding career in a professionally run organization. The successful candidate will be offered employment on contract terms.

**How to apply**

Interested candidates who meet the stated requirements are required to submit via email, a signed application letter, CV, academic and professional certificates, National ID not later than **5.00 p.m. on 31<sup>st</sup> May 2023**.

Applications clearly indicating job applied for should be sent to [InternalAuditor@epra.go.ke](mailto:InternalAuditor@epra.go.ke)

***EPRA values diversity therefore youth, female candidates, Persons with Disability (PWD and marginalized are strongly encouraged to apply.***

***ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.***