



**Job Ref. No.**                **JLIL211**

**Position:**                    **ICT SYSTEMS AUDITOR**

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Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit [www.JubileeInsurance.com](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for **ICT Systems Auditor** within Jubilee Life Insurance Limited. The position holder will report to the **Senior Information Systems Auditor** and will be based at Head Office in Nairobi.

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### **Role Purpose**

The ICT Systems Auditor working under the Senior Systems Auditor will be responsible for developing and implementing the information systems Audit annual work plan, which includes managing, implementing, and reporting on all ICT assets and systems status, security, efficiency, and related activities.

The role holder will also be responsible for ensuring ICT policies are designed to protect enterprise communications, systems, and assets from internal and external threats and automation of audit reports and Alerts.

### **Main Responsibilities**

1. Establish and maintain an information Systems audit Work plan and strategy in alignment with organizational goals and objectives to guide the establishment and ongoing management of the information systems assets.
2. Establish and maintain an information Systems internal audit governance framework to guide activities that support the realization of value derived from the ICT assets.
3. Assist in Automating key Audit Processes, including fieldwork automation and report generation processes.
4. Assist in the automation of Key Internal Control Exceptions Alerts, including KYC Compliance Alerts
5. Prepare Audit reports for review by the SIA and or GHIA for Presentation to various Board Audit Committees
6. Establish liaison and corroborative initiatives with the various heads of IT in all entities, the Changamka Project team, and ICT risk teams, among others.
7. Ensure periodic vulnerability testing, DR/BCP testing, and the ICT teams conduct remediation projects on time.
8. Work in collaboration with appropriate stakeholders to ensure staff and vendors' access to our systems is secure and has the necessary controls in place, and devices are fully operational and secure.
9. Work under strict change control processes to ensure only authorized changes are made to devices.

## **Key Competencies**

1. Excellent knowledge of IT systems & infrastructure.
2. Strong knowledge of Robot Process Automation and Cyber Security principles and best practices.
3. Strong communication skills, both written and verbal.
4. Ability to work independently and as part of a team.
5. Knowledge of relevant standards and frameworks, namely ISO 27001, ISO 22301, COBIT, and NIST.

## **Functional Skills**

1. Substantial exposure to hardware platforms, enterprise software applications, Business Intelligence (BI), big data, and private, public, and hybrid cloud systems.
2. Good understanding of computer systems characteristics, features, and integration capabilities.
3. Ability to apply technological solutions to solve business problems.

## **Qualifications**

1. Bachelor's degree in computer science or a relevant field.
2. At least one or more of CISA, CISSP, CISM, CGEIT, and CRISC will be an added advantage.
3. RPA certification and Training will be an added advantage.

## **Relevant Experience**

1. At least two years of experience in Software Development.
2. Evidence of skills in internal controls designing, developing implementation, and monitoring of such controls
3. Proven experience in Robotics, Cyber Security

**If you are qualified and seeking an exciting new challenge,  
please apply via [Recruitment@jubileekenya.com](mailto:Recruitment@jubileekenya.com) quoting the Job Reference Number and  
Position by 25<sup>th</sup> March 2024**

**Only shortlisted candidates will be contacted.**