



KENYA METHODIST UNIVERSITY

VACANCY

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a globally competitive Christian University producing the next generation of professional and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We are excited to announce an opportunity for a seasoned and strategic leader to join our dynamic team as the Manager of Internal Audit and Risk Management.

MANAGER, INTERNAL AUDIT AND RISK MANAGEMENT: KeMU/ADM/IA/4/2025; 1 POSITION, MAIN CAMPUS

Reporting functionally to the Audit, Risk, Governance and Sealing Committee of Council and administratively to the Vice Chancellor, the person shall be the Head of Internal Audit function charged with the responsibility to provide independent objective assurance and consulting Services designed to add value and improve University operations.

Duties and Responsibilities:

1. Strategically develop and implement a comprehensive risk-based audit plan aligned with institutional objectives;
2. Facilitate and evaluate the efficacy of KeMU's risk management framework, contributing to our overarching mission of academic excellence;
3. Conduct thorough audits to assess the robustness of internal controls and adherence to established policies;
4. Cultivate and lead a diverse, skilled audit team, fostering an environment of continuous professional development and excellence;
5. Drive the implementation of a quality assurance program, ensuring compliance with the International Professional Practices Framework (IPPF);
6. To evaluate, assess and advise on significant changes in the University functions, new services, operations, and control processes coincident with university growth;

7. To regularly review the adequacy and effectiveness of control environment established to ensure accurate, reliable, and timely information relevant for decision making;
8. To review all established university procedures and systems to recommend for improvements;
9. To appraise the use of university resources regarding economy and efficiency;
10. To conduct special audits, including investigations into suspected fraud, irregularities, or misuse of university resources;
11. Any other duties assigned by management and council.

Requirements for the Position:

1. A Master's degree in Finance, Accounting or an equivalent qualification from a recognized university;
2. Bachelor's degree in Finance, Accounting, Actuarial Science, or equivalent qualification from a recognized university;
3. Must be a Certified Public Accountant (K) or hold equivalent recognized professional qualification in Accounting and Finance;
4. Must have qualifications in any of CISA, CFE, CFIP, CRMA, or CRISC;
5. Must be a member of the Institute of internal Auditors or Member of Certified Fraud Examiners(CFE) or Institute of Systems Audit & control Association;
6. At least Ten (10) years of working experience in an institution of higher learning or equivalent organization with at least Five (5) years in a senior Internal Audit position.

Application Process:

Interested candidates are invited to submit three (3) Hard copies of their application, including a detailed Curriculum Vitae (CV), certified copies of academic and professional certificates, a National ID card or passport, and any supplementary testimonials.

To The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

In Addition , Electronic submissions in PDF format should be directed to the Vice Chancellor at applications.april@kemu.ac.ke.

All applications must be received by **29th April 2025**. Only shortlisted candidates will be contacted.

Successful candidates will be required to bring the following:

1. Tax Compliance Certificate from Kenya Revenue Authority;
2. Higher Education Loans Board;
3. Ethics and Anti-Corruption Commission;
4. Credit Reference Bureau;
5. Certificate of Good Conduct from Criminal Investigation Department;
6. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

At KeMU, we believe that "The Future is Here", and we are dedicated to fostering an inclusive and empowering environment. We look forward to welcoming a visionary leader who will contribute to our legacy of academic prestige and transformational impact in the community.

KeMU is an Equal Opportunity Employer.