

EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

Assistant internal Auditor

Reporting to the **INTERNAL AUDITOR**.

Purpose: To glorify God by supporting the AICKH internal audit function in ensuring compliance with regulations & policies. Identifying operational inefficiencies and safeguarding hospital assets to improve processes and mitigate risks .

Job Duties and Responsibilities

- Participate in planning the scope and methodology of audits
- Ensure compliance with hospital policies, procedures & regulatory requirements. Assist in identifying areas of non-compliance and recommend corrective actions
- Participate in risk assessment activities to identify and prioritize potential risk to the hospital's operations, finances & reputation
- Support the internal audit team in conducting audits, spot checks & special assignments across various departments and functions within the hospital

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's degree in either Accounting, Finance and Banking, Financial management or Business administration
- Atleast three (3) years of experience in internal audit
- Must be a CPA (K) holder
- Ability to analyze financial data and identify discrepancies or risks
- Attention to detail and accuracy in work
- Organizational and time management skills
- Good written and verbal communication skills to prepare reports and discuss findings with team members and management
- Ability to work independently and as part of a team
- High level of integrity and confidentiality



How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>

Your application should be submitted no later than **Sunday, July 20, 2025**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.

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