



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Audit Assistant II Grade 7**.

AUDIT ASSISTANT II GRADE 7 1 POSITION: REF: PU/ADV/01/09/2025

REQUIREMENTS FOR THE POSITION OF AUDIT ASSISTANT II GRADE 7

Academic Qualification

The candidate must have a Bachelor degree in Commerce or its equivalent from a recognised University.

Professional Qualifications

The candidate must provide evidence in the following:

- Have CPA II (Section 3) or its equivalent
- Have knowledge of ERP (Enterprises Resource Planning)

Experience

The candidate must have **four (4) years** of relevant work experience, **three (3)** of which is at level of **Audit Assistant III** or comparable position, with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

In addition, the candidate should have experience in the following;

- Assist in conducting all types of audits
- Preparation of working papers on Audit Assignments
- Ensure proper filing of Internal Audit documents
- Physically verifying assets in cases of Audit Fixed Assets
- Conducting audit inquiries on uses being reviewed.
- Inspecting of relevant records and documents.
- Conducting substantive tests on assigned audit engagements.
- Reviewing filing of accountable documents
- Preparation of audit schedules
- Collection of Audit evidences on issues reviewed

- Carrying out specific audit assignments

Skills

The candidate must have the following:-

- Analytical skills
- Auditing skills
- Communication skills
- Computational skills
- Computer proficiency
- Interpersonal skills
- Organisational skills
- Report writing skills
- Team work skills
- Time management skills

Interested applicants should submit **four (4) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and recommendations letters from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Thursday 25th September, 2025**. Applications received later than this date **will not be** considered.

Please Note: Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

NO FEE

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT
PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**