HEAD OF HUMAN RESOURCE
05 NOV 2026
PWANI UNIVERSITY
P.O. Box 195 - 80108, KILIFI

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 is seeking to recruit competent and professional staff at the level of **Senior Internal Auditor I Grade 13.**

OFFICE OF THE VICE CHANCELLOR

Senior Internal Auditor I Grade 13 **1 POSITION** **REF: PU/ADV/01/11/2026**

REQUIREMENTS FOR THE POSITION OF SENIOR INTERNAL AUDITOR I GRADE 13

This is a senior-level position in this cadre in the University and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

Academic Qualification
The candidate must have a Master's degree in Accounting/ Finance/ Economics/ Commerce/ Business Administration and Bachelor's degree in any of the following disciplines: Accounting/ Finance/ Commerce/ Economics/ Business Administration/ Business Management or its equivalent qualification from a recognised and accredited institution;

Professional Qualifications
The candidate **must** provide evidence in the following:

- Knowledge of ERP (Enterprises Resource Planning)
- Certificate in any of the following Part III Certified Public Accountants (CPA) Examination, and Part III of the Certified Internal Auditor (CIA), Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution.
- Registration with a relevant professional body;
- A valid practising certificate from a relevant professional body;
- Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
- Demonstrated merit and ability as reflected in work performance and results.

Experience
Cumulative service period of **twelve (12) years'** relevant work experience, **three (3)** of which should have been at **Senior Internal Auditor II** or equivalent in a comparable grade with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

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

(i) Coordinating the development, implementation and review of internal audit policies, strategies, procedures and plans in accordance with auditing standards;
(ii) Spearheading the review of budgetary performance, financial management, transparency and accountability mechanisms and processes in the University;
(iii) Providing assurance on the state of risk management, control and governance within the University;
(iv) Coordinating the review of governance mechanisms and processes in the University;
(v) Coordinating the preparation of the Business Continuity Plan
(vi) Secretariat to the Audit Committee of Council.
(vii) Secretary to the Business Continuity Governance Board
(viii) Ensuring compliance with internal policies, procedures, statutory and regulatory requirements in the University;
(ix) Evaluating the effectiveness of internal controls on financial and non-financial performance management systems within the University;
(x) Coordinating the review of the effectiveness of the University's Enterprise Risk Management (ERM) framework;
(xi) Liaising with the Office of the Auditor General to ensure the implementation of internal and external audit recommendations;
(xii) Validating audit reports;
(xiii) Review the process and results of carrying out internal audit client's customer satisfaction surveys;
(xiv) Benchmarking on best practices and researching emerging issues in internal audit; and
(xv) Mentoring, coaching and developing staff in the Department.

Skills

The candidate must have the following: -

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

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Integrity and Community Service

The candidate must provide evidence in the following:

- Engagement in a community service activities.
- High ethical standards, integrity, accountability, and professionalism, with compliance to the requirements of Chapter Six of the Constitution of Kenya.

TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary of **Kshs.136,171.00 – Kshs 209,636.00** and House Allowance of **Kshs. 58,972.00,** medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances as determined by Salaries and Remuneration Commission.

Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendations letters from referees should be addressed to,

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

Application should include an up to date CV, 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.

Pwani University is an equal opportunity employer committed to Diversity, Equity and Inclusion. The University encourages applications from qualified applicants of all genders, persons with disabilities, and members of marginalized groups.
Reasonable accommodation will be provided to applicants with disabilities during the recruitment process upon request. Applicants who wish to be considered under the category of persons with disabilities should attach a valid National Council for Persons with Disabilities (NCPWD) registration certificate.

Applicants with foreign qualifications Must submit a Certificate of Recognition from the Commission for University Education.

The deadline for submitting application is **Monday 30th November 2026** Applications received later than this date will **not be** considered.

Please Note that: Only shortlisted candidates will be contacted.

Those who had applied earlier need not reapply

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)