

EXTERNAL ADVERT- CASUAL AUDIT ASSISTANT (THREE MONTHS)

The Wildlife Research and Training Institute (WRTI) is a State Corporation established under Section 50 of the Wildlife Conservation and Management Act, 2013 with the mandate to coordinate and undertake wildlife research and training in Kenya. The Institute seeks to internally recruit dynamic, innovative and experienced individuals to fill the following vacant position in its Headquarters in Naivasha:

I. CASUAL AUDIT ASSISTANT: (TWO (2) POSITIONS): POST– ADVERT REF: NO. WRTI/01/2024

a) Job Purpose

Reporting to Head internal Audit, Responsible for participating in Risk Based Audits and reviewing the Institute's processes in line with the internal audit policies, strategies and standards towards the achievement of the departmental functions

b) Duties and responsibilities

The duties and responsibilities will include:

- (i) Provide inputs for the update of policies and procedures for implementation.
- (ii) Perform audit tests on the internal controls in accounting, administrative and operational procedures for compliance.
- (iii) Prepare draft audit reports for audit engagements executed.
- (iv) Prepare draft audit test procedures, draft notifications, and draft request for information memos.
- (v) Participate in the preparation of draft risk-based audit plans, programmes and schedules for implementation.
- (vi) Participate in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits
- (vii) Participate in the review of income generating activities and grants to confirm accountability and provide appropriate recommendations.
- (viii) Support the development of departmental budget, procurement plan and annual audit work plan

c) **Qualifications and Experience**

For appointment, an applicant must have:

- (i) Bachelor's Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university
- (ii) Membership to relevant professional body in good standing where applicable; Certified Public Accountant Part Two(2) or its equivalent;
- (iii) Proficiency in computer applications;
- (iv) Fulfilled requirements of chapter six (6) of the Constitution of Kenya 2010.

d) **Skills and competencies**

- 1) Analytical skills
- 2) Interpersonal skills
- 3) Communication skills
- 4) Financial analysis skills
- 5) Report writing skills

Interested and qualified individuals should download the **WRTI Application for Employment Form** on the website, fill and forward the same enclosing copies of their academic and professional certificates, copy of ID card, detailed CV indicating work experience, current remuneration and employer, daytime telephone contact-both office and mobile, names, addresses and emails of three (3) referees to the address below not later than 24th July 2024 at **4:30pm**

Director/CEO
Wildlife Research and Training Institute
P.O Box 842-20117
Naivasha, Kenya
Email: recruitment@wrti.go.ke

WRTI is an equal opportunity employer and is committed to implementing affirmative action. In this regard, youth, women, people living with disabilities and those from marginalized groups with requisite qualifications are encouraged to apply.

Applications without relevant qualifications, copies of documentation/details as sought for will not be considered. Any form of canvassing shall lead to automatic disqualification. ***Only short-listed candidates shall be contacted.***