



KIRINYAGA COUNTY WATER & SANITATION PLC
P.O BOX 360-10300, KERUGOYA
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1st April 2025

JOB ADVERTISEMENT

Kirinyaga County Water and Sanitation Company Limited (KICOWASCO), a public water utility company fully owned by the county Government of Kirinyaga, mandated to provide cost effective and affordable quality water and sanitation services to the residents of Kirinyaga County, is seeking to recruit self- Internal driven individuals for the position of;

INTERNAL AUDIT & RISK MANAGER

The successful candidate will be part of cooperate Management team responsible for establishing long-term goals, strategies, plans and policies that are aimed at improving performance, service delivery, attaining growth and improving operational efficiency of KICOWASCO.

SNO	POSITION	TERMS OF ENGAGMENT	N.O OF POSTS	DURATION OF ENGAGMENT	JOB REFERNCE
1.	Internal Audit & Risk Manager	Contract	1	3 Years Contract	KICOWASCO 03/04/2025

Job Purpose

The Internal Audit Department provides an independent, objective assurance and consulting/ advising services to the Board and Management that is designed to add value through the systematic evaluation of the company's processes and operations in order to assure the effectiveness and efficiency of compliance, internal control, risk management and governance processes.

Responsibilities/Duties/Tasks

Reporting to the Managing Director, the Internal Audit & Risk Manager will be responsible for;

1)Managerial/Supervisory Responsibilities

- Developing, reviewing and overseeing implementation of Internal Audit systems, techniques, procedures and guidelines
- Providing assurance of the effectiveness of the company's internal control systems, management and governance processes.
- Co-ordinating the development of an annual audit work plan based on a preliminary review of risk profiles of respective Divisions.
- Developing and reviewing the audit, Risk and Governance Board Committee charter and the Internal Audit Charter.
- Overseeing preparation of annual Departmental budget and procurement plan.

- vi. Planning and coordinating execution of audits as per the approved internal audit work plan.
- vii. Serving as secretary to the Audit, Risk and Governance Committee of the Board on the oversight role of Audit's reports.
- viii. Providing leadership and direction to the Internal Audit Department staff
- ix. Carrying out departmental staff performance appraisals and identification of training needs in the department
- x. Mentoring, coaching and developing staff within the department
- xi. Overseeing the carrying out of a risk based preliminary review of all areas of the company, establish a risk-based work plan of action at the beginning of each financial year.
 - i. Ensuring that the internal Audit System, techniques, procedures and guidelines are prepared and approved
 - ii. Supervising the preparations of Audit work programmes to ensure that the execution of audit assignments is well planned and managed
 - iii. Driving operational improvements throughout the company to improve overall efficiencies and enhance internal controls.
- iv. Monitoring the timely implementation of the management actions recommended in the audits report and reporting to the Audit, Risk & Governance Board Committee on actions taken by the management on audit findings.
- v. Providing an independent view during implementation of new projects, processes and systems to ensure their quality and compliance with the company's policies and procedures.
- vi. Monitoring development and implementation of laws and regulations governing the management of the company and ensuring up to date advice.
- vii. Overseeing execution of routine and special audits or investigation as may be required from time to time and make appropriate recommendations.
- viii. In liaison with the Finance department, coordinate external audit activities by the office of the Auditor General to ensure adequate audit coverage and to follow up on implementation of their various audit recommendations.
- ix. Other roles may be assigned.

PERSONAL PROFILE

- i. Bachelor's' degree in commerce or Business Administration/Management (Finance or Accounting option)
- ii. Certified Public Accountant of Kenya CPA(K) or Certified Chartered Accountant (ACCA)
- iii. Membership with the Institute of Certified Public Accountant (ICPAK) in Good Standing.
- iv. Work experience of not less than eight (8) years with three (3) years in a management position.
- v. Strong leadership and problem-solving skills
- vi. Confidentiality
- vii. Professionalism
- viii. Proficiency in ICT with strong MS office and internet use
- ix. Excellent planning and Organizational skills.

TERMS OF EMPLOYMENT

The appointment will be for one contract term of **3 YEARS** renewable subject to satisfactory performance.

APPLICATION INSTRUCTIONS

Application packages in sealed envelopes, to include a cover letter, CV and copies of certificates and testimonials including the current and expected salary should be sent by post or courier to: -

The Managing Director

Kirinyaga County Water and Sanitation PLC.

P.O BOX 360-10300

KERUGOYA.

OR

Application can be sent to info@kicowasco.co.ke before the expiry of the closing date and time with the job references as the email subject.

Note:

Shortlisted candidates MUST satisfy the requirement of chapter six of the constitution of Kenya on leadership and integrity and will be required to provide the following valid documents on the day of interview

- i. Current certificate of good conduct from Director of Criminal Investigation Department*
- ii. Current Task Compliance certificate from Kenya Revenue Authority (KRA)*
- iii. A clean and current report from an approved credit reference Bureau (CRB)*
- iv. Clearance from the Ethics and Anticorruption Commission (EACC)*
- v. Clearance certificate from Higher Education Law Board (HELB)*

-The vacancy member should be clearly marked on the left corner of the outer envelope of the application package

-Only shortlisted candidates will be contacted

-Canvassing in any way will lead to automatic disqualification.

Kirinyaga County Water and Sanitation Company Limited is an equal opportunity employer

CLOSING DATE: 15th April 2025 at 17:00Hours