



## TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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Email: [info@tveta.go.ke](mailto:info@tveta.go.ke)  
Website: [www.tveta.go.ke](http://www.tveta.go.ke)

### CAREER OPPORTUNITY

Technical and Vocational Education and Training Authority (TVETA) is a State Corporation under the Ministry of Education established under the TVET Act of 2013. The mandate of the Authority is to promote quality access, equity and relevance in Technical and Vocational Education and Training (TVET) by developing standards, inspecting, registering and licensing trainers.

The Authority seeks to recruit a qualified, experienced, self-driven and result-oriented individual for the below position:

S/No	Vacancy Number	Position	Number of Posts
1.	TVETA/1/March/2022	Internal Auditor, TVETA Grade 6	1

The detailed advertisement and how to apply can be accessed from the TVETA website: [www.tveta.go.ke](http://www.tveta.go.ke)

Technical and Vocational Education and Training Authority (TVETA) is an equal opportunity employer promoting gender, equity and diversity. Persons with Disability (PWDs) and other Minority groups are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted for interview.

**DIRECTOR GENERAL/CEO**  
**Technical and Vocational Education and Training Authority**

## INTERNAL AUDITOR, TVETA GRADE 6

Terms of Appointment	Pensionable
Basic Pay	72,870 – 107,323
House Allowance	35,000
Commuter Allowance	14,000

### Duties and Responsibilities

- i. undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;
- ii. performing substantive and compliance testing of accountable records and documents and prepare working papers;
- iii. providing input in preparation of audit reports for audit engagements executed; and
- iv. evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits.

### Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: - Accounting; Finance; Commerce (Accounting option), Commerce (Finance option), Business Administration (Accounting option); or any other equivalent qualification from a recognized institution.
- ii. Certified Internal Auditors (CIA) or Part III of Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or any other equivalent qualification from a recognized institution.
- iii. Registration with the Institute of Certified Public Accountants of Kenya (ICPAK), Member of Institute of Internal Auditors or its equivalent will be an added advantage.

### **HOW TO APPLY:**

#### **Soft copy applications:**

Interested persons should send their detailed application **cover letter** and **Curriculum Vitae (CV) ONLY**. The Curriculum Vitae should include their day and evening telephone numbers, e- mail address and names and addresses of three referees. The application should reach the **Director General/CEO** not later than **TUESDAY 29<sup>TH</sup> MARCH 2022 AT 5.00PM**

The application should be sent to the following email address: [recruitment@tveta.go.ke](mailto:recruitment@tveta.go.ke).

Applicants are also **REQUIRED** to fill the attached job application summary template and submit in soft copy (**saved in MS Excel**) together with their application. An example has been

attached for your guidance. Kindly **replace** the sample with your information. (**THE EXCEL SUMMARY IS COMPULSORY**)

Shortlisted candidates will be required to produce academic certificates and testimonials as indicated on their CVs and job application summary.

**Only shortlisted candidates will be contacted and will be expected to produce valid copies of clearance certificates from the following organizations when they appear for interview in fulfillment of the requirements of Chapter Six of the Kenyan Constitution.**

- i. Valid tax compliance certificate from Kenya Revenue Authority (KRA);
- ii. Valid Higher Education Loans Board (HELB) clearance certificate;
- iii. Valid self-declaration forms from Ethics and Anti-Corruption Commission specific to this advertisement;
- iv. Police Clearance Certificate from the Directorate of Criminal Investigations (DCI) issued not more than one year ago from the date of this advert;
- v. Valid Credit Reference Bureau (CRB) clearance.
- vi.

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