**Job Title:** Manager, Audit  

**Grade:** KS 4  

**Ministry /Corporation:** Kenya Bureau of Standards  
**Directorate:** Managing Director  
**Department:** Internal Audit  
**Division:** Internal Audit Services  
**Section / Unit:** Internal Audit Services  
**Location / Work station:** KEBS Head Office, Popo Road, Off Mombasa Road  

**Reports to:** Head of Department – Audit  

**Job Purpose**

The job holder provides an independent and objective assurance on the effectiveness of the risk management system and of the internal controls put in place by management.

**Key Responsibilities / Duties / Tasks**

### I. Managerial / Supervisory Responsibilities

1. Review audit reports from staff and compiles a final report for relevant heads of department to take management action on recommendations made to ensure the objectives of the plan are achieved.
2. Plan and assign work to be performed in the risk management process to ensure all aspects of the system are evaluated.
3. Participate in the development of the departmental budget.
4. Prepare monthly, quarterly and annual sectional reports.
5. Mentor and coach staff.
6. Appraise staff as part of the performance management process and propose intervention programs as required.
7. Participate in departmental meetings.
8. Participate in committee meetings as appropriate.

### II. Operational Responsibilities / Tasks

1. Analyze the final accounts and financial statements by examining documents supporting the accounts to ensure system reliability, data integrity and authenticity of reports.
2. Review reports on the software systems in the organization to assess the effectiveness of the controls, ensure data integrity and system reliability.
3. Assess effectiveness of corrective actions implemented by departments from audit recommendations by reviewing follow-up audit reports.
4. Develop the training needs assessment plan in accordance with the established skills gap of the staff.
5. Participate in maintenance of the Quality Management System.

**Job Dimensions:**

### I. Financial Responsibility:

1. Development of sectional Budget.
2. Approval of sectional expenditure.
3. Approval of petty cash.

### II. Responsibility for Physical Assets

1. Responsible for physical assets in the section, assigned by the institutions.
2. Provides oversight for physical assets assigned to the section.

### III. Decision Making:

1. Makes strategic, operational and financial decisions.
2. Plan the work of subordinates.
3. Assign work to subordinates.
IV. Working Conditions:
Works within the office and travels to the regions.

Job Competencies (Knowledge, Experience and Attributes / Skills).

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<tr>
<th>Academic Qualifications</th>
<th>Professional Qualifications / Membership to professional bodies</th>
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<tr>
<td>a) Bachelor’s degree, Finance, Accounting or Business,</td>
<td>Member of Institute of Certified Public Accountants</td>
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<td>Supervisory course lasting not less than two (2) weeks from a recognized institution;</td>
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<td>Management Course lasting not less than four (4) weeks from a recognized institution;</td>
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<td>Relevant Management System Auditor/Assessor;</td>
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Previous relevant work experience required.
At least eight (8) years relevant work at least three (3) years’ experience in a supervisory capacity.

Need to know: | Attributes: |
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<tr>
<td>a) Knowledge of Sage ACCPAC and IFMIS Analytical skills</td>
<td>a) Integrity</td>
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<td>b) Certified as a Quality Management Systems Auditor</td>
<td>b) Confidentiality</td>
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<td>c) Knowledge of data analysis software</td>
<td>c) Interpersonal skills</td>
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<td>d) Organizational skills</td>
<td>d) Analytical skills</td>
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<td>e) Knowledge of PPOA and relevant policies, regulations and statutory obligations.</td>
<td>e) Time management</td>
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<td>f) Computer proficient</td>
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<td>g) Organizational skills</td>
<td>g) Leadership skills</td>
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<td>h) Management and governance skills</td>
<td>h) Team player</td>
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<td>i) Project management</td>
<td>i) Interpersonal skills</td>
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<td>j) Assertive</td>
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<td>k) Innovative</td>
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