



KENYA SCHOOL OF LAW

JOB ADVERTISEMENT

The Kenya School of Law is a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The School is run under the auspices of the Kenya School of Law Act No. 26 of 2012 of the Laws of Kenya. The core functions of the School as currently constituted includes provision of the following services: -

- a) Train persons to be advocates under the Advocates Act;
- b) Ensure continuing professional development for all cadres of the legal profession;
- c) Provide para-legal training;
- d) Provide other specialized training in the legal sector;
- e) Develop curricular, training manuals, conduct examinations and confer academic awards; and
- f) Undertake projects, research and consultancies.

In order to effectively meet these expanded functions, the School wishes to recruit committed, dynamic and result oriented persons who will join the existing strong team of staff to help it realize its vision of being *"A preferred centre of excellence in legal education and training in the Eastern Africa region and beyond"*.

We are looking for independent, visionary, strategic thinkers who are customer oriented, and would effectively participate in initiating organizational transformation. Specifically, we seek to recruit: -

INTERNAL AUDITOR (SYSTEMS) REF: KSL/HR03/2018 KSL 6 1 POSITION

Overall purpose of the Job

Reporting to the Internal Auditor the incumbent will be responsible for supporting the audit function in the audit of systems including computerized systems and in reviewing adherence to management policies and procedures.

Job Specifications

The duties and responsibilities of the officer will entail-

- (i) Preparing audit plans for systems and ICT audit reviews to ensure all auditable areas are covered;
- (ii) Performing detailed evaluation of internal control and audit reviews of computer information systems and infrastructure;
- (iii) Participate in Audit assignments which will include risk based ICT audits, plus tasks assigned to other areas;
- (iv) Providing recommendations to improve internal control by ensuring information security controls;
- (v) Providing policy/system recommendations at development stage to ensure adequate coverage of sub policies/integration of security controls in system;

- (vi) Managing follow up reviews to ensure implementation of recommendations by the Board Audit and Risk Committee, Internal and External auditors;
- (vii) Monitoring the implementation and operation of defined controls and recommendations on an on-going basis;
- (viii) Reviewing data and network security such as access controls, systems back-ups and segregation of duties;
- (ix) Reviewing documentation/procedures such as Service level agreements, IT contracts, DRP, programs and ICT policy; and
- (x) Ensuring quality assurance to all work delivered, including working papers, both meet the standards required as well as support the audit findings, recommendations and conclusions.

Person Specification

The successful candidate will: -

- (i) Possess a Bachelors of Commerce/Computer science or relevant business related degree from a recognised university.
- (ii) CPA II
- (iii) CISA
- (iv) Have at least four (4) years working experience of which at least 2 years should be in performing Information Systems Audits.
- (v) Detailed knowledge of information systems governance, information security principles and practices.
- (vi) Outstanding analytical skills.
- (vii) Demonstrate understanding of the audit process, controls and procedures.
- (viii) Excellent communication and report writing skills.

Competitive remuneration package and benefits will be offered to the successful candidates.

ALL APPLICANTS are required to comply with the requirements of Chapter six (6) of the Constitution of Kenya. Shortlisted candidates will be required to provide evidence of clearance by the Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Credit Reference Bureau, Higher Education Loans Board and provide a Certificate of Good Conduct.

The Kenya School of Law is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE PERSONS WITH DISABILITIES, THE MARGINALIZED AND MINORITIES ARE HIGHLY ENCOURAGED TO APPLY.**

All applications should include the job reference number, a reliable email address, and day -time telephone contact and must be accompanied with a detailed curriculum vitae and copies of relevant certificates.

Send your application to:-

**The Director
Kenya School of Law
P. O. Box 30369-00100
Nairobi.**

The application should reach this office on or before **30th October 2018.**