

POSITION ANNOUNCEMENT TEMPORARY ASSISTANT - INTERNAL AUDIT

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

TEMPORARY ASSISTANT – INTERNAL AUDIT – 1 POSITION

Reporting to the Director Internal Audit, the role will be responsible for conducting internal audits in the Authority to ensure compliance with set standards, laws and policies.

Contract Period: Six (6) Months Fixed Term Contract

The key responsibilities for the position;

- a) Conducting audits on operational procedures, systems, practices and records to ensure compliance with laws, regulations and policies and consistency with the Authority's established objectives and goals in accordance with the annual internal audit work plan
- b) Identifying and documenting all control weaknesses and recommendations for improvements;
- c) Preparing engagement, audit work plans and audit programmes;
- d) Vouching transactions in audit verification assignments;
- e) Collecting and collating data on financial records, systems and processes;
- f) Monitoring the implementation of internal audit report recommendations for assignments undertaken;
- g) Undertaking special audit assignments as may be required;
- h) Maintaining the Authority's Audit Management System in accordance with audit guidelines;
- i) Obtaining and reviewing evidence ensuring audit conclusions are well supported and documented; and
- j) Drafting audit reports for assignments undertaken identifying observations made and providing recommendations for their resolution.

Minimum Qualifications and Experience

- 1) Bachelor's Degree in Commerce/ Finance/ Business or any relevant field;
- 2) Professional qualifications at CPA II or CIA II or above will be an added advantage; and
- 3) At least one year experience in auditing, risk, compliance or equivalent

Key skills, Knowledge and Competencies

- a) Proficiency in Computer Applications
- b) Report writing Skills
- c) Analytical skills
- d) Financial Analysis
- e) Understanding of the audit process
- f) Professional scepticism
- g) Ability to interpret information and make decisions based on the information; and
- h) Excellent communication.

Please [Click Here](#) and apply. Applications should be received on or before **September 30, 2025**.

Note: Please provide complete and accurate information pertaining to the instructions provided on the e-recruitment portal. Only shortlisted candidates will be contacted for interviews.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.