



POSITION ANNOUNCEMENT - EXTERNAL ADVERTISEMENT

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 from qualified candidates for the following position:

PRINCIPAL INTERNAL AUDITOR – (GRADE 5)- REF: CMA/PIA/07/2026 – 1 Post

Job Purpose

Reporting to the Director Internal Audit, the job holder will be responsible for coordinating provision of an independent, risk based and objective assurance on the effectiveness of the Authority's internal controls, risk management and governance processes.

Job Responsibilities

- 1) Participating in Directorate planning processes including development of internal audit strategy, programs and plans;
- 2) Developing and implementing audit programmes and annual work plans;
- 3) Conducting risk based, value-for-money and systems audit to strengthen internal control mechanisms at the Authority;
- 4) Carrying out internal and information systems audits and assessing the Authority's operations, processes, compliance and other associated risks;
- 5) Analysing and compiling data on financial records, systems and processes for purposes of internal audits;
- 6) Undertaking spot-checks and cash surveys;
- 7) Obtaining and reviewing evidence ensuring audit conclusions are well supported and documented;
- 8) Implementing the Workplans, Budgets, Procurement Plans in line with the corporate strategy and performance contract obligations; and
- 9) Supporting and taking part in ad hoc, special and audit investigations when need arises.

Minimum Requirements

- a) Cumulative period of nine (9) years' relevant work experience, three (3) of which must have been at Senior Internal Auditor or in an equivalent or comparable position;
- b) Bachelor's degree in Finance, Accounting, Commerce, Business Administration, Economics, Business Management, Law, Information and Technology or equivalent qualification from a recognized institution;
- c) Professional qualifications either in Certified Internal Auditor (CIA), Certified Public Accountants CPA(K), CISA, ACCA or equivalent qualification from a recognized institution;
- d) Membership to either the ICPAK, IIA, ISACA, ACCA or relevant professional body and in good standing; and
- e) Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

Key skills, Knowledge & Competencies

- a) Professional and personal integrity;
- b) Report writing skills;
- c) Attention to detail;
- d) Financial analysis skills; and
- e) Analytical skills.

HOW TO APPLY

If you meet the above requirements, please send an application letter and Curriculum Vitae in pdf format to externaladvert2026@cma.or.ke

Applications should be received **on or before July 6, 2026**. Only shortlisted candidates will be contacted.

Successful candidates will be required to fulfil requirements under Chapter (6) of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations
2. Ethics and Anti-corruption Clearance Certificate (EACC)
3. Higher Education Loans Board (HELB) Clearance Certificate
4. Current Tax Compliance Certificate from the Kenya Revenue Authority
5. Credit Reference Bureau (CRB) Clearance Certificate

“Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply”. Canvassing will lead to automatic disqualification.

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