



MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (TVET)
GATUNDU SOUTH TECHNICAL AND VOCATIONAL COLLEGE



P.O. BOX 102-01030 GATUNDU

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Professional and Technical Skills to Empower

Our Ref: GSTVC/ADM/ADVT/2025(1)

23rd June, 2025

RE: RE-ADVERTISEMENT FOR VACANT POSITION

Gatundu South Technical and Vocational College (GSTVC) is a reputable public TVET institution located in Kiambu County, 1km from the Gatundu law courts. The College is registered and licensed under the Ministry of Education, State Department for Technical, Vocational Education and Training (TVET).

The Institution is looking for a dedicated and professional individual to join our growing team in the following position.

1. GSTVC/ADM/IA/2025/01: INTERNAL AUDITOR

This position is responsible for conducting routine audits and investigations as per the approved internal audit work plan in order to evaluate the effectiveness of Internal Controls in various departments/ sections in the institution.

Responsibilities:

- a) Analyze the institution's financial documentation and reports to identify audit issues to be addressed.
- b) Monitor management implementation of audit recommendations to ensure gaps in implementation are identified and appropriate interventions developed;
- c) Communicate any loopholes within the institution's structure, and recommend appropriate solutions, to ensure minimal disruptions to business operations from an unsupportive structure.
- d) Assess and research the institution's risk management process' suitability and record the results to make recommendations on possible enhancements to the process.
- e) Prepare audit reports that reflect institution's audit results for review and presentation to management, and to ensure the whole process is documented
- t) Prepare a memorandum of audit finding, to ensure adequate documentation exists to support all the completed audits and conclusions.
- g) Conduct a review of information control for the organization's system operating procedures, backup and disaster recovery, communication control, security systems and system maintenance, to avoid system breakdowns.
- h) Assess all the institution's internal control procedures and security for the systems which are under development, and upgrade them to current versions for enhanced efficiency and ease in use.
- i) Train other audit staff on the use of computerized audit techniques and methods for ease in the use of the techniques.

Requirements:

For appointment to this position, a candidate **MUST** have;

- a) A Bachelor Degree in Commerce/Finance/Accounting or related field from a recognized institution.
- b) Must possess relevant professional qualification: CPA (K)/ACCA, CIA or CISA.
- c) Membership to ICPAK, IIA or ISACA in good standing.
- d) Minimum of 3 years' experience in auditing preferably in a busy internal audit department or audit firm.
- e) Knowledge of the International Professional Practices Framework for Internal Auditing (IPPF), Public Finance Management Act, 2012 and PFM regulations of 2015, Public Procurement and Asset Disposal Act, 2015 and regulations of 2020, Mwongozo Code of Governance.

How to apply

If your background and competencies match the specifications of the above position, send your application to reach the undersigned on or before 30th June, 2025 not later than 5.00 p.m. with position being applied for as subject line.

**The Principal/BOG Secretary,
Gatundu South Technical and Vocational College,
P.O Box 102,01030,
Gatundu.**

Gatundu South Technical and Vocational College is an equal opportunity employer. We do not charge any fee for receiving or for interviewing. All communication will be done through official line or email. Canvassing of any kind will lead in candidate disqualification. Women, Youth and Person with Disabilities are encouraged to apply.

Only Shortlisted candidates will be contacted. Shortlisted candidates will be required to produce originals of their ID, Certified Academic and Professional Certificates and Transcripts during the Interview.