



## NATIONAL TRANSPORT AND SAFETY AUTHORITY

### JOB ADVERTISEMENT

The National Transport and Safety Authority (NTSA) is a State Corporation established through an Act of Parliament; Act Number 33 of 26<sup>th</sup> October 2012. The Authority is mandated with effectively managing the road transport sub-sector, minimizing road traffic accidents and loss of lives resulting therefrom.

Pursuant to this mandate, the Authority seeks to recruit an initiative-taking, and results oriented candidates to fill the following position:

Position	Grade	Number of vacancies	Position Ref8 No.
Manager, Internal Audit	NTSA 4	1	NTSA/O9/2023/33
Officer 1 Audit	NTSA 7	1	NTSA/O9/2023/34

Detailed job description for the position is as provided below.

#### **MANAGER, INTERNAL AUDIT (GRADE NTSA 4) - REF: NTSA/O9/2023/31**

The office holder will be responsible to the Deputy Director, Internal Audit for effective management of the Audit Department operations, coordination and implementation of audit policies, procedures, norms and standards.

#### **Key Duties and Responsibilities**

- Carry out regular risk assurance, quality control and compliance tests on the Authority's operating systems, policies and procedures and make necessary recommendations;
- Manage the audit section operations effectively, coordinate and implement audit policies, procedures, norms, and standards;
- Design audit strategies, policies and procedures that ensure the organization's compliance in line with its strategy;
- Develop and implement audit schedules and programs; review adequacy of existing control systems and recommend measures to enhance them;
- Document audit procedures, including identifying and defining issues, developing criteria, reviewing, and analyzing evidence, and documenting processes and procedures;
- Identify, develop and document audit issues and recommendations; coordinate and liaise with external auditors of the authority to ensure external audits and financial reporting processes are efficient and effective;

- Conduct appropriate (governance and performance) assessment exercises so as to streamline the Authority's performance and governance processes; and
- Coordinate the development of the annual audit plan.

### **Qualifications, Skills and Experience**

- At least ten (10) years relevant work experience, three (3) of which must have been at a middle management position in a large organization;
- Bachelor's degree in Commerce (Accounting or Finance option), Economics or a related field from a recognized institution;
- Master's Degree in Business Administration (MBA), Accounting, Finance or in a related discipline from a recognized institution;
- Passed Part III of the Certified Public Accountants (CPA-K) Examination; Association of Certified Chartered Accountant (ACCA) or Chartered Financial Analyst (CFA); CISA certification is an added advantage;
- A Management course lasting not less than four (4) weeks from a recognized institution;
- Attended and successfully completed a certificate course in Public Financial Management from a recognized institution;
- Possess Senior Management Course;
- Registered member of ICPAK, and IIA or ISACA in good standing;
- Computer proficiency; and
- Fulfilled requirements of Chapter 6 of the Constitution.

## **2. OFFICER 1 AUDIT-(GRADE NTSA 7) ~ REF: NTSA/09/2023/34**

The officer will be responsible to the Principal Officer, Internal Audit to conduct the supportive role in internal audit activities and processes of the Audit Department.

### **Key Duties and Responsibilities**

- Review and evaluate the system of internal controls, assess their adequacy, effectiveness and propose recommendations for their improvement;
- Contribute to the preparation of risk-based audit plan and programs for the audit engagement;
- Conduct in accordance with the auditing standards segments of financial, operations, systems and compliance audits to operations;
- Obtain information directly or indirectly through examination of records or interview the auditee;
- Safeguard the authority's assets by establishing appropriate means of verifying their existence, ownership and valuation;
- Prepare audit working papers properly documenting the work performed;
- Draft monthly audit reports and communications on work performed for review;
- Assist in establishing a follow-up mechanism on agreed recommendations on financial, operational and regulatory deficiencies reported during past audits; and

- Carry out special audits as may be directed by the Manager, Internal Audit.

### **Skills and Competencies**

- At least four (4) years of relevant work experience in the Public/Private Sector;
- Bachelor's degree in Commerce (Accounting or Finance option), Economics or a related field from a recognized institution;
- Passed Part III of the Certified Public Accountants (CPA) Examination; Association of Certified Chartered Accountant (ACCA) or Chartered Financial Analyst (CFA);
- Supervisory Course is an added advantage;
- Computer proficiency;
- Fulfilled the requirements of Chapter 6 of the Constitution; and
- Shown merit and ability as reflected in work performance and results.

Candidates interested in the above position are expected to meet the qualification and experience requirements detailed in our website [www.ntsago.ke](http://www.ntsago.ke).

Applications should be deposited at the Authority's Head Office Reception, 316 Upper Hill Chambers Ground floor, 2<sup>nd</sup> Ngong Avenue, or posted to;

**The Director General,  
National Transport and Safety Authority,  
P.O. Box 3602-00506,  
Nairobi**

All applications should be received not later than **5:00 p.m. on Wednesday, 1<sup>st</sup> November 2023**

NTSA is an equal opportunity employer committed to diversity and gender equality. Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing shall lead to automatic disqualification.