

## WEBSITE ADVERT

**Job Title** : Internal Auditor, Operations  
**No of posts** :1  
**Terms of service:** Contract (2 years)  
**Reporting to** : Head, Internal Audit

### **Purpose of the job**

The purpose of the job is to undertake risk management and control framework in accordance with the International Auditing Standards so as to avert fraud, ensure compliance with set procedures and preparation of detailed, accurate and timely audit observations reports.

### **Duties and Responsibilities**

- Verify receipts and payments to ensure compliance with the set organizational regulations for accountability and prudent utilization of resources;
- Implement risk management audit framework so as to identify inherent risk and come up with mitigations which will ensure the realization of organizational goals and objectives;
- Collection of audit evidence;
- Carry out operational and investigative risk based audits, prepare and submit accurate and timely reports;
- Continually review the organization's operational systems to establish levels of exposure to various risks and also compliance with established statutory, regulatory and risk management procedures and standards;
- Monitor the integrity of financial statements;
- Preparation of audit draft reports;
- Verifying the existence and safety of assets;
- Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments;
- Conducting investigative audits as may be required from time to time.

### **Qualification, Knowledge and Skills**

- Have a Bachelor's degree in Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Business Administration or any other relevant discipline;
- Have a minimum of two (2) years' experience in Audit;
- Must be a Certified Public Accountant (CPA-K) or ACCA and member of ICPAK;
- Be well versed with internationally accepted auditing standards and computerized accounting;
- Have analytical and decision making skills;
- Having undertaken a Supervisory Course lasting not less than two (2) weeks will be an added advantage.

PHARMACY AND POISONS BOARD

**Job Title** : Information Systems Auditor  
**No of Post** :1  
**Terms of Service:** Contract (2years)  
**Reporting To** : Head, Internal Audit

### **Purpose of the job**

The purpose of the job is to proactively evaluate the organization's systems with the view of identifying gaps and recommending improvements in information flow, security, record keeping and management.

### **Duties and Responsibilities**

- Ensuring audit trails in MIS and manual documentation, that all entries have supportive documentation and there exists adequate system backup in all areas of operation;
- Perform information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance;
- Maintain and develop computerized audit software;
- Prepare audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions;
- Prepare and present written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management;
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;
- Conduct operational, compliance, financial and investigative audits as assigned;
- Performs miscellaneous job-related duties as assigned.

### **Qualification, Knowledge and Skills**

- Bachelor's degree in Computer Science, Business Management Information System or Business Management and IT with 2 years' experience directly related to the duties and responsibilities specified;
- Must be a Certified Information Systems Auditor (CISA);
- Certified Internal Auditor (CIA) or Certified Public Accountant (CPA);
- Those with CPA(K) will have an added advantage;
- Be well versed with internationally accepted auditing standards and computerized accounting;
- Have analytical and decision making skills;
- Having undertaken a Supervisory Course lasting not less than two (2) weeks will be an added advantage.

PHARMACY AND POISONS BOARD

**Job Title** : Driver  
**No of Position** : 3  
**Terms of Service:** Contract (2 years)  
**Reporting To** : Head, Transport

### **Purpose of the job**

The purpose of the job holder is driving as instructed, keeping the assigned vehicle clean, proper maintenance of the vehicle and ensuring the safety of the vehicle on and off the road.

### **Responsibilities**

- Driving the vehicle as authorized;
- Carrying out routine checks on the vehicle's cooling, oil, electrical and breaking systems, tyre pressure etc;
- Detecting and reporting malfunctioning of vehicle systems;
- Maintenance of work ticket(s) for vehicle (s) assigned;
- Ensuring security and safety of passengers and / or goods therein;
- Maintaining cleanliness of the vehicle.

### **Qualification, Knowledge and Skills**

- 3 years driving experience;
- KCSE mean grade D+ or its equivalent qualification;
- A valid driving license free from any current endorsement(s) for classes of the vehicles the officer is required to drive;
- Passed Occupational Test for Drivers II from Mechanical and Transport Department (Ministry of transport Department);
- A Defensive Driving Certificate from Automobile Association (AA) of Kenya or its equivalent qualification from any recognized institution;
- Attended a refresher course for drivers lasting not less than one (1) week within the last three (3) years at Kenya Institute of Highway and Building technology (KHIBT) or its equivalent from a recognized institution;

- A valid certificate of good conduct from the National Police Service;
- A First Aid certificate course lasting not less than one (1) week from St. Johns Ambulance or any other equivalent institution;
- Certificate course in customer care lasting not less than one (1) week;
- Demonstrated outstanding professional competence and integrity in work performance;
- Demonstrated good conduct, personal discipline, courtesy and respectful behavior.

**NB**

- Basic working knowledge in computer applications will be an added advantage.

**Interested candidates must attach clearance certificates from:**

- i. Kenya Revenue Authority
- ii. Higher Education Loans Board
- iii. Ethics and Anti-Corruption Commission
- iv. Directorate of Criminal Investigation
- v. Credit Reference Bureau (CRB)

Eligible applicants are invited to submit their applications alongside detailed curriculum vitae, copies of academic testimonials and a copy of national identity card. Applications should be sent in a plain and sealed envelope with a clear mark of the position applied for and deposited or sent to the Pharmacy and Poisons Board through the address below:

**Registrar  
Pharmacy and Poisons Board  
P.O Box 27663-00506  
Nairobi**

Only shortlisted applicants will be contacted. The Board is an equal opportunity employer.

The closing date is on 2<sup>nd</sup> November, 2017 at 4.00pm