



KENYA REINSURANCE CORPORATION LIMITED

ASSISTANT MANAGER, INTERNAL AUDIT

Job Grade:	KRC 3C
Reports to:	Manager, Internal Audit

Job Purpose

The Assistant Manager, Internal Audit is responsible for providing independent, objective assurance and consulting services to add value and improve the Corporation's operations. The role focuses on evaluating the effectiveness of internal controls, risk management, and governance processes, while ensuring compliance with established policies, procedures, and regulatory requirements.

Key Responsibilities

1. Risk Management & Assurance

- Coordinate the identification, assessment, and ranking of organizational risks.
- Review risk management mechanisms developed by management and provide independent assurance on their adequacy and effectiveness.
- Verify that the Corporation's risk registers are regularly updated and maintained.

2. Audit Planning & Execution

- Coordinate the development and implementation of annual audit plans, engagement plans, and work programs.
- Design, develop, and execute audit programs in line with professional auditing standards.
- Conduct scheduled and ad hoc audits across the Corporation.

3. Audit Review & Quality Assurance

- Review audit findings, working papers, and draft reports for quality and accuracy.
- Maintain the Corporation's Audit Management System in accordance with established audit guidelines and best practices.

4. Follow-up & Implementation

- Conduct follow-up reviews to monitor the implementation of audit recommendations.
- Track and report on the status of audit issues and management actions.

5. Compliance & Governance

- Review compliance with risk mitigation policies, statutory requirements, and internal procedures.
- Support the maintenance of strong governance frameworks across the organization.

6. Reporting & Stakeholder Engagement

- Prepare clear, concise, and timely audit reports.
- Perform any other duties as may be assigned from time to time.

Academic Qualifications

For appointment to this position, candidates must possess:

- A Bachelor's Degree in any of the following disciplines or equivalent from a recognized institution:
 - o Commerce;
 - o Business Administration (Finance or Accounting option);
 - o Business Management (Finance or Accounting option);
 - o Economics;
 - o Strategic Management; or a closely related field.
- A Master's Degree in Commerce, Business Administration (Finance or Accounting), Business Management, Strategic Management, or a related field.

Professional Qualifications

- Certified Public Accountant (CPA-K) by KASNEB or an equivalent qualification.
- Certified Information Systems Auditor (CISA).
- Active membership and in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK), ISACA, or Institute of Internal Auditors (IIA) / CIA (K) or equivalent.
- Completion of a Management Course lasting not less than four (4) weeks from a recognized institution.
- Proficiency in computer applications and audit management software.
- Fulfilled the requirements of Chapter Six of the Constitution of Kenya.

Experience

- At least eight (8) years of relevant work experience in auditing, with a minimum of three (3) years in a supervisory position.
- Demonstrated team management experience and exposure interacting with the Board of Directors.

Key Competencies & Other Requirements

The successful candidate must demonstrate:

- Excellent interpersonal and communication skills.
- Strong planning, organizing, problem-solving, and decision-making abilities, with the capacity to work under pressure and meet deadlines.
- Team player with excellent analytical, report writing, and presentation skills.
- In-depth knowledge of auditing concepts, principles, and practices.
- High integrity, objectivity, and commitment to ethical standards.