



**ENERGY CO OPERATIVE SAVINGS
& CREDIT SOCIETY LIMITED**

NYAYO HOUSE,
P.O. BOX 10585-00100
NAIROBI, KENYA
Tel: 2216970 or 310112 Ext 211
Cell: 0725-321 518
Email: energysacco@gmail.com
www.energysacco.com

DATED: 12th May, 2022

Notice of Vacancy

Vacancy No 01/01/2022. Internal Auditor

One (1) Post

Energy NWDT Sacco Ltd Advertisement for Services of internal Auditor on time based contract.

Internal Auditor.

Reporting: **Chief Executive Officer.**

Purpose for the Role

To provide an independent and objective evaluation of Energy NWDT Sacco Ltd, Financial, Operational, Governance activities with an objective to effectively mitigate identified compliance risks and ensure Energy NWDT Sacco Ltd policies, procedures and Sacco By laws and cooperative act cap 490 and SASRA Act are adhered to in all business and governance activities of the society.

Key Responsibilities:

Reporting to the Chief Executive Officer the Internal Auditor will be responsible for the following:

1. Formulation, coordination and implementation of all audit policies and work plans
2. Reviewing and reporting on the adequacy of internal control systems and recommending to management mitigating actions to be taken,
3. Reviewing relevant management reports and reports from external auditors concerning non-compliance and weaknesses in accounting and operational controls;
4. Preparing and presenting to the Board internal quarterly audit reports to establish compliance with internal control systems, procedures and statutory requirements;
5. Liaising with the external auditor as necessary;
6. Provide professional support to supervisory committee.

7. Monitor/Access the code of conduct of Energy NWDT Sacco ltd and establish if there is a need to develop ethical standards and procedures for the following areas.
 - o Efficient and effective procedures for handling and reporting complaints;
 - o Investigating members' complaints and making recommendations for redress;
8. Keeping abreast with regulatory changes in the SACCO environment and industry standards and advice accordingly;
9. Performing such other duties as may be assigned or delegated by the Board.
10. Assist in formulation of audit policies.

Qualifications and Competencies.

- Certified Public Accountant CPA(K)
- At least three years hands-on experience in internal audit services in a reputable organization preferably in Sacco environment.
- Experience gained in a SACCO organization is an added advantage.
- Ability to work in a high-pressure environment with little or no supervision,
- Ability to observe deadlines,
- Demonstrated influencing skills to elicit cooperation and action from all levels of management and the board,
- Demonstrated values of Integrity, Honesty and accountability,
- Effective Communication (oral and writing reports) and Presentation skills,
- Effective planning, coordination and organizing skills,
- Team work and Change management skills,
- Terms of engagement will not be more than 10 days per month
- This is time based remuneration contract
- Application should reach the Undersigned by close of business 23rd May, 2022.

The Hon Secretary,


Stella Ndumi William

Kawi Complex block A 1st floor

Energy Sacco ltd

P.o.box 10585-00100

Nairobi.

Email: energysacco@gmail.com

