



The Professional Body of HR Practitioners in Kenya

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Our Vision

“ Ethical, People- Centric HR Professionals ”

Our Mission

“To promote and regulate practice of human resource professionals”

MANDATE OF THE OFFICE

The Institute of Human Resource Management (IHRM) is the statutory body of HR Professionals in Kenya established under the Human Resource Management Professionals (HRMP) Act, No. 52 of 2012 of the Laws of Kenya. It is mandated to regulate the HR profession in Kenya, enhance competencies and capabilities while supporting innovative and transformative HR practices and standards. The Constitution of Kenya (2010) provides for a public service that is professional, responsive, accountable, impartial, efficient and effective.

ADVERTISEMENT - VACANT POSITIONS IN THE INSTITUTE OF HUMAN RESOURCE MANAGEMENT

Applications are invited from qualified persons for the position shown below. Interested and qualified persons are requested to send their applications through email to recruitments@ihrm.or.ke on or before 17th February 2025:

Please Note:

- i. The application should include; application letter, CV, Scanned academic and professional certificates, Copy of National Identity Card and Membership to a professional body. It is an offence to include incorrect information in the application.
- ii. Only shortlisted and successful candidates will be contacted.
- iii. Canvassing in any form will lead to automatic disqualification.
- iv. The Institute of Human Resource Management is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit,

representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.

- v. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- vi. It is a criminal offence to present fake certificates/documents.

LIST OF VACANCIES

S/no	Post	Grade	Terms of Service	Vacancy No	Number of posts
1	Principal Internal Auditor	IHRM 5	Permanent	1//2025	1

Principal Internal Auditor - IHRM Grade 5

An officer at this level is responsible to the Deputy Director, Internal Auditor.

Duties and Responsibilities

- i. Identifying assurance and consulting engagement objectives that are consistent with the Institute's values, strategies, and objectives, and address governance, risk management, and control processes to the extent agreed upon with the client;
- ii. Identifying adequate criteria to evaluate governance, risk management, and controls
- iii. Performing substantive and compliance testing of accountable records and documents;
- iv. Reviewing audit reports for assigned engagements;
- v. Undertaking special audit assignments / investigations to confirm whether there are material breaches in policy, procedures and relevant regulations;
- vi. Identifying, analysing, evaluating, and documenting sufficient information to achieve the engagement objectives;
- vii. Contributing to quality control by reviewing audit work papers;
- viii. Providing input in the preparation of the Internal Audit budget and work plan;
- ix. Providing input into the determination of appropriate and sufficient resources to achieve engagement objectives;
- x. Preparing risk based annual audit plans aligned to the Institute's objectives;
- xi. Providing input into the evaluation of the potential for the occurrence of fraud and how the organization manages fraud risk;
- xii. Coordinating identification and documentation of opportunities for making improvements to the Institute's governance, risk management, and control processes; and

- xiii. Providing input into the development and documentation of engagement plans, including the engagement objectives, scope, timing and resource allocations.

For appointment to this position, a candidate must have:

- i. Cumulative service period of Nine (9) years relevant work experience three (3) of which should have been at the grade of Senior Internal Auditor or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics or related field from a recognized institution;
- iii. Relevant professional qualification in Certified Public Accountant (CPA), Association of Chartered Certified Accountants (ACCA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Risk and Information Systems Control (CRISC) or equivalent qualification from an accredited examinations body;
- iv. Membership to a relevant professional body and in good standing where applicable;(v) Management course certificate lasting not less than four (4) weeks from a recognised institution;
- v. Proficiency in computer applications;