



THE NORTH EASTERN NATIONAL POLYTECHNIC

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ADVERT NO: NENAP/VACANCY/25/01

Date: 30th June 2025

WE ARE HIRING!

EMPLOYMENT OPPORTUNITY AT NORTH EASTERN NATIONAL POLYTECHNIC

North Eastern National Polytechnic (NENAP) is a public Technical and Vocational Education and Training (TVET) institution under the Ministry of Education; State Department for TVET. NENAP was formerly known as North Eastern Province Technical Training Institute (NEP TTI). The institution is situated in Garissa County; 3 kilometres from Garissa Town, along Sankuri Road.

Applications are invited from qualified Kenyans to fill a vacant position at the Polytechnic. Qualified and interested Kenyans to submit hard-copy applications enclosing their updated curriculum vitae, copies of academic certificates, transcripts, National Identification Card and any relevant testimonials so as to reach the Principal, not later than **Monday, 21st July 2025**.

1. INTERNAL AUDITOR (1 POST) - NENAP/IA/01/2025

Job Description

Reporting to the Principal, the Internal Auditor, shall on the overall be responsible for development, coordination and monitoring of the implementation of the Internal Audit strategy, budgets, policies and procedures to ensure delivery of audit services that meet set timelines and quality standards

Duties and Responsibilities

The Internal Auditor shall be tasked with the following duties and responsibilities among others:

- Coordinate the preparation of the audit budget to ensure sufficient allocation of resources critical for the timely implementation of the audit strategy
- Develop an annual audit programme to ensure audit reviews are done in a timely manner
- Present audit findings to management to assist in the development and implementation of strategies to address the issues/gaps identified
- Report audit findings to the Council's Audit & Risk Management Committee
- Monitor the implementation of the Council's recommendations to ensure appropriate interventions are implemented
- Coordinate the application of a risk-based approach to review the Polytechnic's systems and controls to identify any gaps in the management of risks and recommend appropriate strategies
- Coordinate the training of Process Owners on risk management at the Polytechnic so as to ensure adherence to rules and regulations governing risks at all times
- Conduct internal checks across all the Polytechnic's departments in order to mitigate any risks
- Verify payment documents and recommend payments to suppliers/service providers
- Perform any other duty as may be assigned by the Principal

Minimum Qualifications

- Be a holder of a Bachelors Degree in Commerce or Business Administration/ Management or a related field; specialising in Finance/Accounting
- Be a Certified Public Accountant (Kenya) – CPA (K)
- Be a Member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK)
- At least two years' work experience in a similar position
- Be computer literate
- Possess a Certificate of Good Conduct

How to Apply

Hard-copy applications to be submitted to the undersigned not later than **Monday, 21st July 2025**. Applicants to note the following:

- Only shortlisted candidates will be contacted
- Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during the interview
- It is a criminal offence to present fake certificates/documents/testimonials
- Canvassing in any form will lead to automatic disqualification
- The Polytechnic is an equal opportunity employer; people living with disabilities, the marginalised and the minorities are encouraged to apply

The Principal/Governing Council Secretary
North Eastern National Polytechnic
P O Box 329 - 70100
GARISSA



*Approved for
Circulation*

*A. Shakul
30/06/2025*