

Manager Operations Audit-CPF/MOA/24

Job Title:	Manager Operations Audit
Department:	Internal Audit
Section	Internal Audit Operations
Reports to:	Group Head, Internal Audit
Contract Period	6 Years
Location	Nairobi
Job purpose:	
<p>This role is responsible for leading, supervising, and issuing operational audit reports for all audits, operational processes and functions while managing the independent internal audit and provision of internal audit services to all CPF and related entities.</p>	
Key duties and responsibilities:	
<ol style="list-style-type: none"> 1. Assist in planning, directing, and monitoring the auditing of the Group operations and systems, to ensure compliance with CPF and related entities policies, procedures, statutory requirements and conduct periodic Sharia Audits on Salih Scheme. 2. Act as an assistant to the Group Head of Internal Audit in organizing, planning, and managing the divisional resources including drafting various documents such as budgets, procurement plans, work plans, annual risk-based plan, board charters and manual revision etc. 3. Assist in planning, directing, and monitoring the auditing of the Group operations and systems, to ensure compliance with CPF policies, procedures, and statutory requirements 4. Organize and manage the available human capital within the department through training, development, and proper positioning to ensure optimal productivity by leveraging on synergies. 5. Make recommendations and contribute to the development of solutions to improve the internal controls, governance and operational environment in CPF and related entities 6. Assist the GHIA in Board and Audit Committees' meetings preparation and subsequent minute taking during the committee meetings. 7. Review operational audit reports and make recommendations to the senior management on areas of concern in the audit control environment 8. Review existing operational audit techniques and approaches used within CPF and ensure that these are in conformity with acceptable international standards. 	

9. Review of internal audit charters, policies, and procedures to align them with the industry best practice.
10. Coordinate with the external auditors and shareholders auditors to maximize the audit coverage while minimizing any overlap.
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12. Develop an appropriate risk assessment matrix to be used as a guide in the process of identifying inherent operational risks and internal/management control risks and develop appropriate audit tests to address the risks identified.
13. Analyze the trends in frauds happening in the industry and where necessary, incorporate changes in the existing operational audit procedures to effectively counter the new challenges.
14. Organize and manage the available human capital within the department through training, development, and proper positioning to ensure optimal productivity by leveraging on synergies.
15. Manage effective and efficient follow-up on closure/implementation of audit recommendations.
16. Identify and document risks related to the operations audit services, processes, and products within the risk register.
17. Develop appropriate risk responses for identified risks to ensure the risks are mitigated and eliminate any possibility of recurrence.
18. Report any occurring risks regularly to the Group Head, Audit and Compliance and Risk Division.
19. Perform any other duties as may be assigned from time to time

Knowledge, experience, and qualifications required

Academic and Professional Qualifications/Memberships to professional bodies:

1. Bachelor's Degree in accounting, finance and banking or relevant field.
2. Master's Degree in accounting, finance and banking or relevant field is an added advantage.
3. Certified Public Account (K) or Association of Chartered Certification Accountants (ACCA) or any relevant professional qualification/certification
4. A member in good standing in ICPAK and IIA Kenya.
5. Membership to ISACA as an added advantage

Experience Required:

1. At least 8 year's relevant experience, 3 of which should have been in a managerial role for manager I in a similar organization or busy audit function
2. At least 8 year's relevant experience, 2 of which should have been in a supervisory role for manager II in a similar organization or busy audit function

Role Competencies	
Technical Competencies:	Behavioral Competencies:
<ol style="list-style-type: none">1. Compliance Management2. Risk Identification3. Data analytics4. Information Systems audit5. Understanding of audit standards6. Proficient in computer assisted audit techniques7. Document workflows8. Business processes9. Report writing	<ol style="list-style-type: none">1. Customer Focus2. Cultivate Innovation3. Collaborates and team player4. Person of integrity5. Proactive