



JOB DESCRIPTION

Job Title	Senior Internal Auditor
Institute/Department	Internal Audit Unit
Category	Technical Support Service
Dual Direct Report to	Vice Chancellor (Administrative Reporting) Audit and Risk Committee Chair (Functional Reporting)
Location/Campus	Kukum Campus
Responsible for	Internal Auditor and Admin Officer <ul style="list-style-type: none"> • Internal Audit Officer (full-time) • Assistant Internal Audit Officer (full-time) • Two part-time staff (supporting the Internal Audit Unit)

1. SUMMARY OF DUTIES

The Senior Internal Auditor is responsible for leading and managing complex internal audit assignments across the University, ensuring that financial, operational, compliance, and information-system risks are appropriately identified, evaluated, and mitigated. The role supports good governance, accountability, effective internal controls, risk management, and value-for-money in all SINU operations, including research and academic activities. The position provides objective advisory services, investigates suspected irregularities, and strengthens risk management, control, and compliance across the University.

2. KEY ACCOUNTABILITIES

2.1. Audit Planning & Execution

- Lead the independent development of the annual audit plan, based on risk assessment, in consultation with the Vice-Chancellor and approved by the Audit & Risk Committee.
- Organise and conduct audits (financial, operational, compliance, information systems, research grants/projects) with minimal supervision.

2.2. Control, Risk & Compliance Review

- Evaluate and test internal control systems, processes, policies, and procedures.
- Assess compliance with laws, regulations, policies, and funding agreements (especially for research).

- Identify risks (financial, operational, reputational, information security) and recommend improvements.

2.3. Reporting & Communication

- Prepare detailed audit reports, including findings, root causes, risk assessment, and practical recommendations.
- Present audit reports directly to the Vice-Chancellor and the Audit & Risk Committee.
- Report significant findings, risks, and concerns directly to the Audit & Risk Committee, with the freedom to escalate unresolved issues.
- Maintain unrestricted communication channels with the Audit & Risk Committee Chair and the Vice-Chancellor, while exercising full professional independence in determining audit scope, methodology, and reporting, free from undue influence.
- Follow up on audit recommendations to ensure corrective actions are implemented, and provide progress updates to the Audit & Risk Committee.

2.4. Supervision, Coaching & Quality Assurance

- Supervise and mentor internal audit staff; assign work and review their findings and working papers.
- Ensure all audit work conforms to professional standards, including the IIA Standards, as well as University policies, maintaining full independence and objectivity.
- Safeguard the consistency, quality, and integrity of audit work, documentation, and processes, free from undue influence.

2.5. Special Investigations & Advisory Services

- Undertake investigations on suspected fraud, irregularities, conflicts of interest, or mismanagement, at the direct request of the Audit & Risk Committee or Vice-Chancellor, ensuring full independence in scope, methodology, and reporting.
- Provide advisory services on control environment, process improvement, risk mitigation, and compliance, maintaining objectivity and independence.

2.6. Continuous Improvement & Professional Development

- Keep up-to-date with developments in auditing, accounting, governance, risk management, and regulatory frameworks, ensuring audit practices remain independent and objective.
- Implement best practices, audit tools, and technologies (e.g., data analytics) to strengthen the independence, effectiveness, and value of the internal audit function.
- Ensure the internal audit function evolves and adds value to SINU, safeguarding its independence and objectivity in all activities.

3. ESSENTIAL QUALIFICATION AND EXPERIENCE REQUIREMENTS:

3.1. Qualification:

- Bachelor's degree in Accounting, Finance, Business Administration, Audit, or related field.

- Preferably a Master's degree in a related field.
- Professional certification(s) such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Information Systems Auditor (CISA), or equivalent.

3.2. Experience:

- At least 5-7 years of relevant internal audit experience, preferably in a university, higher education or research environment.
- Experience leading audits/projects independently.
- Experience supervising staff.
- Demonstrated experience with financial audits, compliance, operational audits, and IT systems audits.
- Experience with audit tools, risk assessment, and data analytics is an advantage.
- Experience reporting to audit committees or governance bodies.
- Knowledge of donor/grant compliance frameworks.
- Experience implementing audit management and recommendation tracking systems.

3.3. Capabilities / Skills:

- Strong knowledge of internal audit standards (e.g. IIA), risk management, internal controls, and governance.
- Highly analytical and detail-oriented.
- Excellent verbal and written communication skills; ability to present findings to senior management.
- Integrity, objectivity, confidentiality.
- Ability to manage multiple assignments and meet deadlines.
- Good leadership, coaching and mentoring skills.
- Ability to work independently and make sound judgments.
- Familiarity with local regulations, public sector laws, university policies, and research grants compliance.

4. KEY DELIVERABLES

- Approved annual internal audit plan, aligned with risk assessment.
- Number of audits completed within the year (financial, operational, compliance, IT, research projects) as per plan.
- Audit reports with clear findings, recommendations, and management responses submitted on schedule.
- Evidence of follow-ups: percentage of recommendations implemented within agreed timeframes.
- Quality assurance reviews showing adherence to professional audit standards.
- Improvements/cost savings/efficiency gains identified and documented.
- Effective supervision and capacity building of audit staff.
- Investigation reports (if required) delivered promptly.
- Advisory inputs delivered to management on control improvements, risk mitigation.
- Performance will be reviewed annually by the Vice-Chancellor and the Audit & Risk Committee against agreed Key Performance Indicators (KPIs), deliverables, and adherence to professional audit standards.

5. KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following Key Selection Criteria (KSC):

KSC	Description
KSC 1	Relevance and duration of internal audit experience, especially in university/research / public sector settings.
KSC 2	Educational credentials and professional certifications.
KSC 3	Demonstrated experience in leading complex audits and delivering high-quality audit reports.
KSC 4	Track record in improving internal controls, risk management, and compliance.
KSC 5	Communication and stakeholder engagement skills.
KSC 6	Supervisory & leadership experience.
KSC 7	Proficiency with audit methodologies, tools and technology (data analytics, IT auditing).
KSC 8	Understanding of funding agencies' compliance requirements (for research, donor funds).

6. TERMS AND CONDITIONS

The position is on a fixed-term contract of 5 years, subject to performance review and renewal in accordance with University policy.

Fortnightly Basic Salary Range: \$ 7,244.38

Annual Basic Salary: \$ 188,353.88

Annual Leave Entitlement: 20 working days
Passage and Travel Package

Annual Gratuity: 15% of annual basic (annually).

Housing: Housing allowance of 15% or, following confirmation, eligible for the university's housing scheme.