

Job Title	Internal Auditor II (1)
Department	Internal Audit
Reports To	Internal Audit Manager
Grade/Level	Grade 5
Job Type	Contract
Location	Company HQ (Bobaracho mkt)
Date	April 2026

1.0 JOB PURPOSE

To provide independent, objective assurance and consulting services designed to add value and improve the organization's operations. The Internal Auditor II will assist in evaluating and improving the effectiveness of risk management, control, and governance processes in accordance with professional standards and organizational policies.

2.0 KEY DUTIES AND RESPONSIBILITIES

1. Plan and execute audit assignments in accordance with the approved annual audit plan and professional auditing standards.
2. Conduct risk-based audits of financial, operational, and compliance activities across all departments and units.
3. Evaluate the adequacy and effectiveness of internal controls, risk management frameworks, and governance processes.
4. Prepare clear, concise, and well-documented audit working papers to support audit findings and conclusions.
5. Draft audit reports detailing findings, risks, and actionable recommendations for management consideration.
6. Follow up on implementation of audit recommendations to ascertain the extent of compliance by management.
7. Participate in the review of policies, procedures, and systems to ensure they support sound internal control environments.
8. Carry out special investigations, forensic reviews, and ad hoc assignments as directed by the Chief Internal Auditor.
9. Assess compliance with applicable laws, regulations, internal policies, and contractual obligations.
10. Review financial statements and accounting records to detect errors, irregularities, and fraud.
11. Liaise with external auditors and provide necessary support during external audit exercises.
12. Maintain up-to-date knowledge of changes in legislation, regulations, and best practices in auditing and risk management.
13. Perform any other duties as may be assigned from time to time by the supervisor.

3.0 KEY RESULT AREAS

- Timely completion of audit assignments as per the annual audit plan.
- Quality and accuracy of audit reports and working papers.
- Adequacy of risk identification and control recommendations.
- Level of compliance with audit recommendations by auditees.
- Contribution to fraud prevention and detection initiatives.

4.0 JOB SPECIFICATIONS

4.1 Academic Qualifications

- Bachelor's degree in Commerce, Accounting, Finance, Business Administration, or a related field from a recognized university.

4.2 Professional Qualifications

- Must be a Certified Public Accountant — CPA (K) or hold an equivalent professional qualification such as ACCA, CIA, or CISA.
- Membership in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK) or a relevant professional body is required.

4.3 Experience

- A minimum of three (3) years of relevant working experience in internal or external auditing, preferably in a reputable organization, public institution, or audit firm.
- Experience in risk-based auditing will be an added advantage.

4.4 Key Competencies and Skills

- Strong knowledge of International Standards for the Professional Practice of Internal Auditing (IPPF) and International Financial Reporting Standards (IFRS).
- Proficiency in the use of audit management software and computer-assisted audit techniques (CAATs).
- Strong analytical, investigative, and problem-solving skills.
- High level of integrity, objectivity, and professional ethics.
- Excellent report writing and communication skills, both oral and written.
- Ability to work independently and as part of a team with minimal supervision.
- Good interpersonal and organizational skills.
- Attention to detail and ability to meet strict deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

4.5 Personal Attributes

- High level of integrity and confidentiality.
- Self-motivated and results-oriented.
- Strong ethical standards and commitment to professional conduct.
- Adaptable and able to handle multiple assignments simultaneously.

6.0 TERMS AND CONDITIONS

- Competitive remuneration package will be offered commensurate with qualifications and experience.
- The position is based at company head office (Kisii County-Bobaracho mkt)

Job Title	Motor Vehicle Driver II (2)
Department	Administration
Reports To	Transport Officer
Grade/Level	Grade 7
Job Type	Contract
Location	Company HQ(Bobaracho)
Date	April 2026

1.0 JOB PURPOSE

To provide safe, reliable, and efficient motor vehicle driving services to the organization in support of official operations. The Motor Vehicle Driver will be responsible for the transportation of authorized personnel, goods, and documents while ensuring the safety of passengers, cargo, and the vehicle at all times, in compliance with applicable traffic laws and organizational policies.

2.0 KEY DUTIES AND RESPONSIBILITIES

1. Drive authorized company vehicles safely and responsibly for the transportation of staff, officials, and other authorized passengers to and from official destinations.
2. Transport official documents, correspondence, goods, and other materials as directed by the supervisor.
3. Adhere strictly to traffic rules, road safety regulations, and all applicable laws governing motor vehicle operations in Kenya.
4. Carry out daily pre-trip and post-trip inspections of the vehicle to check oil levels, fuel, tyre pressure, brakes, lights, and general roadworthiness before and after each trip.
5. Maintain a daily vehicle movement log, recording mileage, destinations, and trip purposes accurately and promptly.
6. Ensure the vehicle assigned is kept clean, neat, and in good working condition at all times.
7. Report any mechanical defects, accidents, or vehicle damage to the Transport Officer immediately and in writing.
8. Ensure timely servicing and maintenance of the assigned vehicle by scheduling and following up on routine maintenance as per the manufacturer's service schedule.
9. Safeguard the vehicle and all its accessories, tools, and documents including the logbook, insurance certificate, and inspection certificate.
10. Collect and deliver mail, documents, supplies, and other items as instructed.
11. Assist in loading and offloading of goods and equipment where necessary.
12. Maintain confidentiality of information relating to passengers, cargo, and official business conducted during trips.
13. Remain on standby and respond promptly to transport requests as scheduled or directed.
14. Renew vehicle licenses, insurance, and inspection certificates in a timely manner and advise the Transport Officer in advance of expiry dates.
15. Perform any other duties as may be assigned from time to time by the supervisor.

3.0 KEY RESULT AREAS

- Safe transportation of passengers and goods with zero accidents attributable to driver negligence.
- Timely availability and deployment of the vehicle for official use.
- Accurate and up-to-date vehicle logbook and trip records.
- Well-maintained and roadworthy vehicle at all times.
- Full compliance with traffic laws and organizational transport policies.

4.0 JOB SPECIFICATIONS

4.1 Academic Qualifications

- Kenya Certificate of Secondary Education (KCSE) with a minimum grade of D+ (Plus) or its equivalent from a recognized institution.

A certificate in Defensive Driving from the Automobile Association of Kenya (AA) or an equivalent recognized institution will be an added advantage.

4.2 Professional Qualifications / Licences

Must hold a valid driving licence (BCE class or as applicable) issued by NTSA.

- A valid certificate of good conduct from the Directorate of Criminal Investigations (DCI) is mandatory.
- First Aid certificate from St. John Ambulance or Kenya Red Cross or equivalent is required.
- A valid PSV (Public Service Vehicle) badge will be an added advantage where applicable.

4.3 Experience

- A minimum of five (5) years of continuous driving experience in a busy organization, public institution, or reputable company.
- A clean and proven driving record with no history of serious traffic offences or accidents caused by negligence.
- Experience driving executive or VIP passengers will be an added advantage.

4.4 Key Competencies and Skills

- Thorough knowledge of traffic laws, road safety regulations, and the Highway Code.
- Familiarity with roads, routes, and geographical areas within the country.
- Basic vehicle maintenance and troubleshooting skills.
- Ability to read and interpret maps, road signs, and GPS navigation systems.
- Good time management and ability to adhere to schedules.
- Ability to communicate effectively in English and Kiswahili.
- Basic literacy and numeracy skills for maintaining logbooks and trip records.
- Sound judgment and ability to make quick decisions in emergency situations.

4.5 Personal Attributes

- High level of integrity, reliability, and trustworthiness.
- Sober habits — must not consume alcohol or any intoxicating substances while on duty or before reporting for duty.
- Polite, respectful, and professional demeanour towards passengers and members of the public.
- Physically fit and medically sound, with good eyesight.
- Patient, calm, and composed especially under pressure or in heavy traffic situations.
- Punctual and dependable with a strong sense of responsibility.
- Respectful of confidentiality in handling sensitive organizational information.

6.0 WORKING CONDITIONS

- The position requires flexibility in working hours including early mornings, late evenings, weekends, and public holidays as may be necessary.
- The role involves extensive travel within and outside the duty station as directed.
- The job holder may be required to travel upcountry or to remote areas in the course of duty.

7.0 TERMS AND CONDITIONS

- Competitive remuneration package commensurate with qualifications and experience.
- The position is based at Kisii County(company headquarters-Bobaracho market) with travel requirements as assigned.

How to Apply

Interested candidates should submit their applications to:

The Managing Director

Kisii Water & Sanitation Company Ltd

P.O. Box 3880 – 40200

KISII

Application Requirements:

- Application letter.
- Curriculum Vitae (CV).
- Copies of certificates and testimonials.

Submission Method:

Applications should be sent via email only to: recruit@kwasco.co.ke or hand delivered to the company office at Bobaracho HQ

Deadline:

Applications must be received by close of business on , 4th May 2026.

Note:

- Only shortlisted candidates will be contacted.
- Canvassing will lead to automatic disqualification.