



ARCHDIOCESE OF NAIROBI

24th APRIL 2026

JOB ADVERTISEMENT

POSITION: INTERNAL AUDITOR

ST. JOSEPH MUKASA CATHOLIC CHURCH KAHAWA WEST SELF HELP GROUP.

The Organization

ST. JOSEPH MUKASA CATHOLIC CHURCH SELF HELP GROUP is registered under the Archdiocese of Nairobi, Caritas Registered Trustees. Its mission is to promote socio-economic status by empowering the community through the effective provision of affordable credit facilities, capacity building, and savings mobilization. The self-help group operates at **ST. JOSEPH MUKASA PARISH, KAHAWA WEST.**

Position Overview

The Internal Auditor will provide independent and objective assurance to the Board of Management on the effectiveness of risk management, internal controls, and governance processes within the Self Help Group.

The role reports functionally to the Board of Management, with a dotted reporting line to Caritas Nairobi and administrative reporting to the Operations Manager of the Self Help Group.

The successful candidate will play a critical role in safeguarding organizational resources, ensuring compliance, enhancing operational efficiency, and promoting accountability across all SHG activities.

Key Responsibilities

1. Internal Audit Planning

- Develop and implement a risk-based annual internal audit plan in consultation with the Board of Management.
- Identify and assess key risks across SHG operations to prioritize audit activities.
- Engage management and staff to understand processes and potential risk areas.

2. Audit Execution

- Conduct internal audits in line with approved plans and professional standards.

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- Evaluate the adequacy and effectiveness of internal controls, risk management, and governance processes.
- Review operational activities and financial transactions for compliance prior to final approval.
- Identify control weaknesses and recommend corrective actions.
- Document audit evidence and maintain proper audit working papers.
- Conduct follow-ups on implementation of audit recommendations.

3. Reporting and Communication

- Prepare clear, concise, and timely audit reports.
- Present findings and recommendations to the Board of Management and relevant stakeholders.
- Maintain effective communication with management, staff, and Caritas Nairobi.

4. Compliance and Regulatory Oversight

- Monitor compliance with applicable laws, regulations, and internal policies.
- Support development and review of policies to strengthen compliance and risk management.

5. Continuous Improvement

- Stay updated on best practices in internal auditing and risk management.
- Support initiatives that strengthen internal controls and organizational efficiency.

6. Fraud Prevention and Detection

- Participate in fraud risk assessments.
- Support investigations of suspected fraud in collaboration with relevant stakeholders.

7. External Audit Support

- Provide support to external auditors by preparing required documentation and responding to audit queries.

Qualifications and Experience

- CPA (K) **MANDATORY**
- Bachelor's degree in Accounting, Finance, Economics or a related field
- Professional certification such as CIA, CISA or equivalent is an added advantage
- Minimum of 3–5 years' experience in internal audit within the financial services sector
- Membership with ICPAK and Institute of Internal Auditors (IIA)

Key Competencies

- Strategic thinking and business acumen
- Proficiency in audit tools, accounting system and a MS Office
- Strong understanding of internal audit principles and practices
- Excellent analytical, attention to detail and problem-solving skills
- High level of integrity, professionalism, and confidentiality
- Strong communication and interpersonal skills

How to Apply:

Interested candidates who meet the above criteria should submit their applications to shg@mukasakahawa.caritasnairobi.org and **ENSURE** you copy hro@caritasnairobi.org
Applications **MUST** include:

- An application letter indicating your expected salary
- A detailed CV
- Copies of relevant certificates
- A copy of your national ID/passport

Deadline: All applications must be received on or by **COB 15th May 2026**.

******Only shortlisted candidates will be contacted. *****

Caritas Nairobi is an equal opportunity employer.