



**THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)**  
**P. O. Box 24814-00502, KAREN, NAIROBI, KENYA. TELEPHONE: (020)-2430127/  
2679456/8891401, FAX (020)-8891410.**  
**Email: [vc@cuk.ac.ke](mailto:vc@cuk.ac.ke)**

## VACANCY

The Co-operative University of Kenya (CUK) is a State owned University established by the Government of Kenya under the Universities Act 2012. CUK is located in Karen, approximately 20km from Nairobi City Centre, in a very conducive environment for serious academic engagement and learning.

CUK invites applications from suitably qualified and experienced persons with excellent credentials to fill in the following position:-

### **I. SENIOR INTERNAL AUDITOR – GRADE 13 -; CUK/VC/SIA-11/5/17 ;**

#### **Applicants should meet the following requirements:-**

- i. Must possess a Masters degree in Accounting/ Finance /Economics or a related field
- ii. Must possess a Bachelors degree in a relevant field;
- iii. Must be a CPA (K) holder;
- iv. Must have three (3) years' experience as Internal Auditor I – Grade 12 or any other relevant or comparable position with exposure to Internal Audit policies , strategies and activities;
- v. Must demonstrate proficiency in computerized accounting;
- vi. Must be a member of a relevant professional body;
- vii. Possession of related additional professional qualifications, Computerized Information Systems Audit (CISA) certification and experience in University or Public Sector will be an added advantage.



## Terms & Conditions of service

The successful candidates will be offered competitive remuneration package, including house allowance, medical benefits, and other benefits in accordance with the University Terms of Service.

### How to apply.

- i. Visit the University website [www.cuk.ac.ke](http://www.cuk.ac.ke) on the footer under the **IMPORTANT LINKS** section, CLICK on **ONLINE RECRUITMENT PORTAL** , Login and fill the applicant form, attach testimonials then submit an online application;
- ii. Applicants should submit three (3) copies of applications with: an application letter, detailed curriculum vitae with e-mail and telephone contacts, copies of relevant academic and professional certificates, copy of national identity card or passport, testimonials, membership in professional bodies, present salary, name and addresses of three referees one of whom should be present or previous employer;
- iii. Indicate clearly the position and the reference number on the application letter and on the envelope which should be addressed to:

**The Deputy Vice Chancellor, Finance, Planning & Administration,  
The Cooperative University of Kenya,  
P.O. Box 24814-00502,  
Karen- Kenya**

- iv. Recommendations from at least three(3) referees should be sent separately to the address above on or before Tuesday, 27<sup>th</sup> June, 2017;
- v. All applications must be received by Tuesday, 27<sup>th</sup> June, 2017 at 12 noon. Applications received later than this period will not be considered;

**SHORTLISTED** candidates will be required to submit **VALID AND CURRENT** clearance certificates from the following:

- a. Kenya Revenue Authority;
- b. Higher Education Loans Board;
- c. Ethics and anti- Corruption Commission;
- d. Criminal Investigation Department ( Certificate of Good Conduct); and
- e. Registered Credit Reference Bureau



In addition, those with academic qualifications obtained from foreign Universities will be expected to undertake recognition and equation of their certificates from the Commission of University Education (CUE

**NB:**

- i. Female applicants, persons with disabilities and those from marginalized communities are encouraged to apply.
- ii. Only shortlisted candidates will be contacted.

