

JAMII BORA BANK

JOB DESCRIPTION

Job Title: Internal Auditor	Reports To: Internal Audit Manager
Department: Internal Audit	Division: Internal Audit

Core Value Behaviors

The diagram consists of four colored rounded rectangles arranged in a 2x2 grid, with a central white box containing the text 'JBB CORE VALUES'.
- Top-left (Yellow): **TEAMWORK**
 "We work together to make Jamii Bora better"
- Top-right (Green): **INNOVATION**
 "We are driven by creativity, innovation and continuous improvement"
- Bottom-left (Teal): **PROFESSIONALISM**
 "We are qualified, skilled and committed to serve our customers"
- Bottom-right (Blue): **INTERGRITY**
 "How we do business is as important as the business we do so we do the right thing always"

JOB PURPOSE

Give an independent, objective assurance and consulting activity so as to add value and improve the bank's operations and help the bank accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Organization Structure: Indicate the role that this position reports into and jobs that report to this position

The position reports to the Internal Audit Manager with no staff supervision.

KEY RESPONSIBILITIES & PERCENTAGE (%) TIME SPENT

- Reviewing and appraising the adequacy and effectiveness of internal control systems of the bank
- Monitoring and evaluating the effectiveness of the organizations' risk management system.
- Assessing the adequacy of established policies and procedures and reviewing the systems established to ensure compliance with these policies, procedures, statutory requirements and regulations which could have a significant impact on operations; and in corroboration with management update and improve them.
- Timely and accurate audit reports with proposed action plan; monitoring and tracking of audit issues.

MAIN ACTIVITIES

- Assess the adequacy and effectiveness of the established internal controls, procedures and compliance to external regulation.
- Discuss audit findings and recommendations with management of the various audited sections of business and agree on the action points, action owner and timelines.
- Production of quality internal audit reports with practical and agreeable corrective actions and in line with the approved audit plan.
- Follow up and of audit issues and carry out issue assurance exercises.
- Foster effective stakeholders' relationship management with branch managers, regional business managers and heads of departments.
- Conduct ad-hoc investigations and reviews as requested by the Audit Manager.
- Keep abreast with latest developments in the banking, audit and accounting fields with a view to enhancing internal audit function as a key contributor to company strategy.
- To perform any other duty as assigned in line with the organization goals and objective.

KEY RESULT AREAS/PERFORMANCE MEASURES

Perspective	Measurement Dimensions
• Learning & Growth	• Competence development
• Customer	• Audit standards or benchmarks • Quality of operations support
• Internal systems & Processes	• Audit standards or benchmarks
• Financial	• Cost management on Stationery, Telephone and Taxi usage

Decision Making Authority /Mandates/Constraints: What decision/s is the position holder empowered to make based on the key result areas of the position?

- Decisions regarding management of own work

Relationship Management: Indicate the departments/organizations/companies etc. that the position holder will need to relate/liaise with as part of this role

All Head Office units and Branches.

COMPETENCE REQUIREMENTS (for a detailed description; refer to the competency profile for the role)

- Customer Focus
- Leadership
- Analytical Thinking
- Continuous Learning
- Risk Management
- Building Relationships
- Decision- Making
- Visioning and Strategic Direction

QUALIFICATION AND EXPERIENCE REQUIREMENTS

- University degree in Business relation degree or Information Technology
- Certified Chartered Accountant/ Certified Public Accountant.
- CISA (Certified Information Systems Auditor) and or CIA (Certified Internal Auditor) qualifications will be an added advantage
- 2-3 years' experience in a busy Internal Audit department or Professional Audit firm

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and

Job Holder Name:	Supervisor Name:
Jobholder Signature: I certify that I have read and understood the responsibilities assigned to this position	Supervisor Signature: I certify that this job description is an accurate description of the responsibilities
Date:	Date: