



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

**A University of Excellence Transforming Society through
Science, Cutting Edge Technology and Innovation**

VACANCIES

Meru University of Science and Technology (MUST) is a Public University established by the Government of Kenya under the Universities Act 2012. MUST is located in Meru County.

The Vision of the University is to be **A University of Excellence Transforming Society Through Science, Cutting Edge Technology and Innovation** and the Mission is to **Provide Quality University Education, Training and Research in Science, Technology and Innovation.**

MUST wishes to recruit qualified and dedicated staff to fill the following vacant position;

CHIEF INTERNAL AUDITOR - GRADE 15 - MUST/ADM/01/2025 - RE-ADVERTISEMENT

Job specifications:

For appointment to this position, one must: -

1. Have at least fifteen (15) years of relevant experience in a comparable organization, with a minimum of five (5) years served as an auditor at a senior level.
2. Have a Bachelor's Degree preferably in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or related field from a recognized university.
3. Have a Master's degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or related field from a recognized University.
4. Be a Certified Public Accountant of Kenya (CPA-K) in good standing or equivalent.
5. Be a member in good standing of the Institute of Internal Auditors (IIA) or an equivalent professional body.
6. Have relevant qualifications and expertise in audit, financial management, or accounting with experience and knowledge in risk management.

7. Demonstrate high administrative capabilities, people leadership skills and team playing.
8. Demonstrate merit and ability as reflected in work performance and results.
9. Be proficient in modern computer applications and technologies relevant to auditing and financial management.
10. Fulfil the requirements of Chapter six of the Constitution of Kenya 2010.

Completion of a senior management course lasting at least one month will be an added advantage.

Job Description:

The Chief Internal Auditor (CIA) reports administratively to the Vice-Chancellor and functionally to the Council. The role of CIA is to ensure that the Internal Audit Department contributes effectively to the University's governance, risk management, and compliance efforts. The main duties will include but not limited to, the following:

1. Develop a risk-based Annual Audit Plan in collaboration with management and the Audit Committee to ensure a systematic evaluation of University operations.
2. Implement the approved Annual Risk-Based Audit Plan along with any special audit assignments to assess compliance and operational efficiency.
3. Conduct investigations into suspected fraudulent activities within the University and provide comprehensive reports to Management and the Council.
4. Prepare detailed audit reports to support informed decision-making by the management team and other key stakeholders.
5. Advise management on the adequacy, effectiveness, and reliability of the University's internal control systems.
6. Ensure adherence by the University to statutory requirements, policies, and regulatory frameworks governing financial management.
7. Facilitate quarterly Audit Committee meetings, ensuring that deliberations are well-documented and recommendations are implemented.
8. Conduct follow-up audits to address and resolve issues highlighted in external audit management letters and systems audit reports.
9. Recommend appropriate control measures and risk management strategies to address identified risks and enhance operational effectiveness.
10. Act as the primary liaison with external auditors to ensure timely resolution and follow-up of audit queries and other matters arising.
11. Provide advisory services on the reliability and integrity of financial and other management information systems to ensure their alignment with organizational goals.
12. Review specific operational processes or functions as requested by the Audit Committee or management to address emerging concerns or risks.
13. Oversee the implementation of the Performance Contract and ensure alignment with University objectives.
14. Conduct performance appraisals for staff within the internal audit department to evaluate progress, identify training needs, and foster professional growth.
15. Perform any additional duties as specified by the Council to support the strategic objectives of the University.
16. Execute any other responsibilities assigned by the Vice-Chancellor, ensuring alignment with the University's strategic goals.

HUMAN RESOURCE OFFICER - GRADE 12 - MUST/ADM/02/25 - RE-ADVERTISEMENT

For appointment to this position, a candidate must have:

1. Masters Degree in Human Resource Management, Industrial Relations, Public Administration, Business Administration, or its equivalent from a recognized University.
2. Bachelor's Degree in Human Resource Management, Industrial Relations, Public Administration, Business Administration, or its equivalent from a recognized University.
3. Professional membership to Institute of Human Resource Management and in good standing.
4. At least five (5) years' experience in a Human Resource Management position in a public/private university/institutions of higher learning or its equivalent.
5. Be proficient in modern computer applications and technologies.
6. Demonstrated merit and ability as reflected in work performance and results.
7. Fulfill the requirements of Chapter 6 of the Constitution of Kenya 2010.

Completion of a senior management course lasting at least one month will be an added advantage.

Remuneration

A competitive remuneration will be paid in accordance with the Meru University of Science and Technology Terms and Conditions of service.

How to apply

1. Please use the link <https://recruitment.must.ac.ke/> and follow the instructions carefully to submit your application.
2. Job Application Guidelines
 - a) **Registration:**
 - i) Go to <https://recruitment.must.ac.ke/> and then click on the 'Register' button to start the application process.
 - ii) Fill in your details on the form provided. After successful registration, you will receive an email enabling you to confirm your email address and complete your registration. (Be sure to check your spam folder if no confirmation email is received in your inbox)
 - iii) In subsequent applications, you will not be required to register again.
 - b) **Log in:**
 - i) After registration go to <https://recruitment.must.ac.ke/>
 - ii) Key in your username and password then click on 'Log in' to access your account.
 - c) **Available Vacancies**
 - i) On the Menu/Navigation bar (On the Left Hand side), Click on Vacancies to view available/open vacancies.

- ii) A list of all open vacancies should populate on the page. Click on the View position button to view more details of the vacancy.

d) Applicant Profile

- i) On the Menu/Navigation bar (On the Left Hand side), Click on Applicant Profile to edit and update your details. (Personal Details, Education Background, Employment/ Employment history among others).
- ii) Be sure to provide accurate information and follow through the prompts to complete editing your profile.
- iii) After successful updating of the applicant profile, the system will provide you with a Summarized PDF version of Summary of the “Applicant Profile”
- iv) After submission of the updated profile, the system will redirect you to the vacancies page.
- v) An applicant **MUST** attach scanned copies of the Curriculum Vitae (CV), academic certificates, professional qualifications certificates and testimonials.

e) Application process:

- i) Go to the vacancies page as outlined in *Section (c) Above*.
- ii) Click on view position for the Job you are interested in.
- iii) Click on Apply job button (At the top right) to apply for the job.
- iv) You have successfully applied for the position.

f) Job Applications

- i) All successful applications will be maintained under “Job Applications” tab.
- ii) To Access the “Job Applications” Page click on “Job Applications” link the Menu/Navigation bar (On the Left Hand side)
- g) In case of any challenges, please send your email query to **recruitment@must.ac.ke**

3. All applications will be submitted and received via the above application portal **ONLY. Hard copy applications will not be accepted.**
4. Applications should be received on or before close of business on **Monday, 24th February, 2025 by 5:00 p.m.**
5. Shortlisted candidates **MUST** present and satisfy the requirements of Chapter six (6) of the constitution of Kenya 2010 during interviews by providing original copies of the following documents;
 - a) A tax compliance certificate from the Kenya Revenue Authority
 - b) A clearance certificate from the Higher Education Loans Board
 - c) Clearance certificate from the Ethics and Anti-Corruption Commission
 - d) A clearance certificate from a Registered Credit Reference Bureau in Kenya
6. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Meru University of Science & Technology (MUST) does not charge any fee at any stage of the recruitment process (application, shortlisting, interviewing, and/or offer)

*Meru University of Science and Technology is an equal opportunity employer.
Women, Marginalized and Persons living with Disabilities are encouraged to apply.*

The Vice Chancellor
Meru University of Science and Technology
P.O. Box 972-60200
MERU

