



EXTERNAL JOB ADVERT

HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

1. Human Resource and Administration Officer

Ref No. CAK/01.10/2023

Job Description

- Providing administrative support in the implementation of policies and procedures e.g. issuance and updating of staff name tags and medical cards;
- Participating in staff recruitment by reviewing and preparing the list of applicants;
- Providing administrative support in organizing for internal training programs;
- Collating Performance Management forms from the Authority's system;
- Collating raining requests and preparing HRAC Agendas
- Conducting pre-induction for new staff/interns/YPs and ensuring the requisite documents are populated correctly;
- Updating staff records;
- Drafting staff introduction letters for the staff mortgage and car loan schemes
- Preparing quarterly reports for the statutory agencies in liaison with the respective committees;
- Processing pay change advices in the payroll;
- Handling staff welfare issues including facilitating efficient utilization of the Authority Group Insurance Policies (Medical, GPA/WIBA and Group Life),
- Providing administrative support to the Authority's staff welfare association handling staff general correspondence;
- Receiving and processing of payment documents in respect of administrative and outsourced services;
- Processing staff transportation requests
- Implementing risk management and business continuity initiatives in the department
- Implement Quality Management Systems (QMS) and Information Management System (ISMS) initiatives in the department
- Handling all official travel arrangements of members of staff; and

- Receiving and handling staff request for transport services.

Job Specifications

- Bachelor's degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- Member of the Institute of Human Resource Management;
- Proficiency in computer applications;
- Good Communication skills;
- Interpersonal skills;
- Analytical skills; and
- Fulfilled the requirements of Chapter Six of the Constitution

2. Driver

Ref No. CAK/02.10/2023

Job Description

- Driving Authority's motor vehicle as authorized;
- Conducting checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks;
- Detecting and reporting malfunctioning of vehicle systems;
- Maintaining work tickets for vehicles assigned;
- Maintaining services and fueling schedules for allocated motor vehicles;
- Ensuring security and safety for the vehicle on and off the road;
- Ensuring safety of the passengers and/or goods therein;
- Adhering to the traffic highway code and laws as well as safety precautions in order to avoid accidents and violations;
- Reporting any accidents and incidents related to the allocated vehicles; and
- Maintaining cleanliness of the vehicle.

Job Specifications

- Kenya Certificate of Secondary Education (KCSE) mean grade D+, or equivalent qualification;
- Valid driving license for the classes authorized to drive;
- Passed Occupational Trade Test grade I for Drivers;

- Attended a First Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- Proficiency in computer applications;
- Interpersonal skills; and
- Fulfilled the requirements of Chapter Six of the Constitution of Kenya

INTERNAL AUDIT DEPARTMENT

3. Internal Auditor

Ref No. CAK/03.10/2023

Job Description

- Carrying out audit tests on internal controls in accounting, administration, information systems and operational procedures;
- Preparing audit reports;
- Preparing risk-based audit plans, programmes and schedules;
- Examining and evaluating the Authority's internal controls to ascertain their adequacy and make recommendations for improvement;
- Reviewing the ICT security policies, standards, procedures and controls ensure the confidentiality, integrity and availability of information assets;
- Performing information control reviews of internal control procedures including system development standards, operating procedures, system security, programming controls, communication controls, back up and disaster recovery and systems maintenance;
- Coordinating the updating and review of the department's Quality Management Systems (QMS) and Information Management System (ISMS);
- Identifies opportunities for process improvement in IT policies and practices;
- Preparing audit reports and working papers to ensure that adequate documentation exists to support the completed audit conclusions;
- Documenting audit working and paper files;
- Following up on implementation of audit recommendations and reporting on the same;
- Performing adhoc audit assignments; and
- Providing support to external auditors.

Job Specifications

- Bachelor's degree in Commerce (Accounting/Finance) or other recognized equivalent qualifications
- Certified Public Accountant (CPAK) and/or Certified Internal Auditor (CIA) and/or ACCA.
- Certified Information Systems Auditor (CISA) and/or Certified Information Security Management
- Certified Fraud Examiner (CFE) as an added advantage;
- Proficiency in computer applications;
- Good Communication skills;
- Interpersonal skills;
- Analytical skills; and
- Fulfilled the requirements of Chapter Six of the Constitution

HOW TO APPLY

Interested persons who meet the above requirements are advised to submit their applications to the;

Ag. Director-General
Competition Authority of Kenya
P O Box 36265 – 00200
NAIROBI

Through;
Email: recruitment@cak.go.ke;

A complete application shall include:

- a) Application letter;
- b) Detailed CV;
- c) Copy of National Identification Card;
- d) **Certified copies** of Academic and Professional certificates; and
- e) Names and contacts (telephone and e-mail) of three (3) professional referees.

Applications close on **20th November, 2023 at 1700hrs**. The Authority will only consider applications containing all the required attachments.

The Competition Authority of Kenya “is an ALL inclusive Employer”

Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted.