



KENYA TRADE NETWORK AGENCY (KENTRADE)
A Global Leader in Trade Facilitation

DATE: FEBRUARY 24, 2026

ADVERT NO KTNA/02/2025/2026

CAREER OPPORTUNITY

JOB DESCRIPTIONS (RE-ADVERTISEMENT)

1. Internal Auditor - Information Systems - KTNA 7

Job Title : Internal Auditor - Information Systems
Reports to : Manager Internal Audit
Duty Station : Nairobi

Purpose for the Job

To provide independent assurance, consulting and advisory function to the Board and management of KenTrade meant to add value through the systematic evaluation of the organizations processes and operations to assure the effectiveness and efficiency of compliance, internal control, risk management and governance processes.

Duties and Responsibilities

- 1) Participate in preliminary review of all areas of the Agency to develop a risk-based annual work plan, for review by the Manager Internal Audit. The plan includes audit activities, risk management coordination, quality management and compliance reviews.
- 2) Conduct assigned audits (regulatory, compliance or operational review/audits) as per the approved internal audit work plan to ensure effectiveness and efficiency of operations, compliance with relevant laws, policies, procedures and best practice.
- 3) Perform audits of information systems controls including system development standards, programming controls, backup and disaster recovery, system security, data integrity, database administration and end user control and system maintenance.
- 4) Review compliance with regulations, instructions and procedures in implementation of ICT systems.

- 5) Conduct regular internal control assessments of the Agency's Information Systems and ICT Infrastructure.
- 6) Identify the level of conformance with established rules, regulations policies and procedures and recommend suitability of internal control design and areas for improvement.
- 7) Conduct audits of revenue and expenditure from time to time to ensure that controls to safeguard them are maintained at all times.
- 8) Prepare audit working papers to ensure that adequate documentation exists to support the completed audits and conclusions as per the Global Internal Audit Standards.
- 9) Effectively test and document the results of audit carried out ensuring that conclusions, findings and recommendations are properly supported.
- 10) Prepare and present written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management.
- 11) Conduct operational, compliance, financial and special audits, as assigned.
- 12) Follow up on audit findings to ensure that management has taken corrective action(s).

Minimum Academic, Professional Qualifications and Experience

- 1) At least three (3) years' experience in information systems auditing.
- 2) Bachelor's degree in Finance, Accounting, Information Systems or any other relevant degree or its equivalent from a recognized Institution.
- 3) Certification in Information Systems Audit.
- 4) Membership with the Information Systems Audit & Control Association (ISACA) in Good Standing.
- 5) Certified Public Accountant of Kenya CPA(K) will be an added advantage.
- 6) Membership to the Institute of Internal Auditors in Good Standing (IIA) or Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) in Good Standing will be an added advantage.
- 7) Meets the provision of Chapter Six of the Constitution.

HOW TO APPLY

- A. Qualified and interested candidates are requested to submit their application letter, curriculum vitae (that contains details of qualifications, work experience, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates' previous work experience) and copies of all certificates & relevant testimonials.

B. Successful candidates shall be required to obtain and submit **valid** copies of the following documents before an offer is made.

- i. **Certificate of Good Conduct** from the Directorate of Criminal investigations (CID)
- ii. **Clearance** Certificate from the Higher Education Loans Board (HELB)
- iii. **Tax Compliance** Certificate from Kenya Revenue Authority (KRA)
- iv. **Clearance** form from the Ethics & Anti-corruption Authority (EACC)
- v. **Clearance** certificate from a recognized Credit Reference Bureau (CRB)

C. Visit: [Careers - KenTrade](#)

From there, you will be directed to the e-recruitment portal where you can:

- 1) Create a user account
- 2) Create your profile – *Edit your profile if you already have an account.*
 - *The information on the profile is split into tabs that the user must fill out before submitting a job application which includes the following:*
 - i. Biodata - General information about the applicant
 - ii. Academic qualifications – attach certificates
 - iii. Professional qualifications – attach certificates
 - iv. Employment history – Record of previous employers
 - v. Referees
 - vi. Attach application letter, CV
 - vii. Input current and expected salary
 - viii. Submit application
 - ix. Click **My Applications** to check or confirm if your application has been successfully submitted.

All applications must be received not later than Tuesday 17th March, 2026.

The Kenya Trade Network Agency is committed to upholding the provisions of the Constitution, specifically Chapter 232(1) which emphasizes **fair competition and merit, representation of Kenya’s diverse communities, and equal employment opportunities** for men and women, members of all ethnic groups, and persons with disabilities. **Therefore, persons with disabilities, marginalized group and minorities are strongly encouraged to apply.**

Beware of fraudsters:

The Kenya Trade Network Agency does **not** charge any fees at any stage of the recruitment process – including application, shortlisting, interviews, or appointment. Any individuals or parties requesting such payments while posing as Agency staff are **imposters** and should be reported to the relevant authorities.