



LAW SOCIETY OF KENYA

DIRECTOR, INTERNAL AUDIT & RISK – INTERNAL AUDIT DIRECTORATE

The Law Society of Kenya is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit a suitable candidate for the position of Director Internal Audit, to enhance its service delivery.

The Director Audit & Risk will provide independent and objective quality assurance in the Council's systems and processes. The Director reports functionally to the Council through the Audit & Risk Committee and administratively to the Secretary/Chief Executive Officer;

Key Responsibilities:

- Lead in the development and review of internal audit strategies, policies, procedures, and guidelines;
- Spearhead the development and implementation of annual internal audit plan;
- Manage audit reviews for risk management process and internal controls;
- Oversee internal controls and monitoring functions related to risk management and compliance;
- To provide advisory services to the Council with regard to sound management systems (Governance), risk and internal control processes;
- To advise management on the integrity of processes and operations to ensure that the Society obtains value for money;
- To monitor the implementation of audit recommendations in the Society;
- Oversee the implementation of risk assessment and management guidelines;
- Provide guidance in conducting special audit and reviews to ensure, compliance;
- Oversee the approval of audit programs and testing procedures to ensure appropriateness for the areas in scope;
- To offer Secretarial services to the Society Audit & Risk Committee;
- To evaluate measures put in place by management to ensure that the Society's assets are accounted for and safeguarded from losses of all kind;
- To monitor and appraise performance of Internal Audit staff in line with quality standards and work processes to ensure the achievement of the departmental objectives and recommend operating improvements and
- To liaise with the Society's external auditors.

Academic and Professional Qualifications

- Bachelor's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent from a recognized institution;
- A master's degree in the relevant field is an added advantage;

- A Professional Certified Public Accountant of Kenya (CPA-K), ACCA or any other professional accounting qualification;
- Certified Internal Auditor (CIA) finalist or Certified Information Systems Auditor (CISA) will be an added advantage;
- Registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) and Institute of Internal Auditors (IIA); and
- Certificate in certified Information Systems Audit Control Association (ISACA) is an added advantage.

Required Skills and Experience

- At least ten years (10) years' experience in a busy organization, with three (3) years as Head of Internal Audit section;
- Strong managerial skills and ability to lead teams to attain departmental goals;
- Must be a person of integrity, demonstrate excellent interpersonal skills and be a team player;
- Competent, organized, excellent interpersonal and communication skills;
- Excellent knowledge of relevant basic computer applications;
- Ability to work in a team-modulated and collaborative environment;
- Demonstrate professional competence and ability in planning and controlling internal audit activities; and
- Must fulfill the requirements of Chapter 6 of the Constitution.

Interested persons are requested to fill the form [Link](#) and then submit their applications, including a detailed CV and a cover letter outlining their qualifications and experience relevant to this position. All applications should be forwarded to the undersigned on email at recruitment@lsk.or.ke so as to reach us not later than **Monday 30th June, 2025**.

NOTE:

- (i) *Only shortlisted candidates will be contacted;*
- (ii) *Canvassing in any form will lead to automatic disqualification.*

THE SECRETARY/CEO
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