



Technical University of Mombasa Enterprises Limited (TUMEL)

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) is a Private Limited Liability Company wholly owned by Technical University of Mombasa (TUM). The Company was incorporated on 7th August 2013 as an income-generating unit for the University.

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent, proactive, qualified and self-driven individual to fill the following vacancy within its staff establishment.

S/N	Position	Vacancy No.	No. of Posts
1	Internal Audit Assistant	TUMEL/HR&ADM/IA/26/10/2026	1

Reporting to: Internal Auditor

Job Purpose

The Internal Auditor Assistant is responsible for supporting the Internal Audit function in providing independent and objective assurance, compliance, and advisory services through audit planning, execution, reporting, and follow-up activities, thereby strengthening governance, risk management, and internal control systems across the company.

Job Description

Key Responsibilities

- Support audit planning and preparation of audit programmes, working papers, and documentation.
- Execute audit fieldwork, control testing, and verification in line with audit methodologies.
- Prepare clear, accurate, and timely audit documentation and draft findings.
- Support risk assessment and monitoring of control effectiveness to inform audit coverage.
- Follow up on implementation of audit recommendations and management action plans.
- Maintain audit quality and compliance with internal audit methodologies and professional standards.
- Provide audit administrative and logistical support, including maintenance of audit files and schedules.
- Perform any other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Person Specification

For appointment to this position, a candidate **must**:

- Possess a Bachelor's or Degree or Diploma in Commerce {Accounting /Finance option}, Auditing, Accounting, Finance, Business Administration {Accounting/Finance option} or equivalent qualification from a recognized institution.
- Possess a CPA Section IV or Intermediate Level
- Have served for a minimum of 2 years as an Internal Audit Assistant or comparable and relevant position.
- Have working experience using ERP systems such as Odoo, SAP, Oracle, Microsoft Dynamics, ERPNext, or similar.
- Advanced MS Excel skills

Additional Advantage:

- Advanced computer skills in MS Office, accounting software, and databases.
- Proven knowledge of auditing standards and procedures, laws, rules, and regulations.
- Experience with Microsoft Power BI, advanced financial modelling and business intelligence tools will be an added advantage.
- Ability to leverage Artificial Intelligence (AI) tools to improve data analysis and operational efficiency.

Key Skills and Competence

- High attention to detail, excellent analytical and presentation skills
- Strategic and independent thinker.
- Ability to build collaborative relationships across the organization.
- Research and investigation skills.
- Ability to manipulate large amounts of data and to compile detailed reports.
- Must display high integrity, professionalism, objectivity, confidentiality, and reliability.
- Good knowledge of the Laws of Kenya
- Excellent written and spoken English.
- Proactive approach to work, self-motivation, and a team player.
- Proficiency in Microsoft Office (creating spreadsheets and using financial functions).
- Excellent interpersonal, planning, organizing, and coordinating skills.
- Possess excellent communication, documentation, organizational, and planning skills.
- Strong understanding of corporate governance and regulatory frameworks applicable to private limited companies;

TUMEL Grade	Consolidated Salary Range	Contract Duration
5	48,000/= 60,250/=	3 years, renewable based on performance

NOTE:

- i. If you are successful and required to take up the position, it will be mandatory for you to provide **Chapter Six requirements** for you to be employed.
- ii. Only shortlisted and successful candidates shall be contacted. Lack of inclusion of all details as sought or any form of canvassing either directly or indirectly shall lead to automatic disqualification.



- iii. TUMEL is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.

How to Apply

Interested persons who meet the above criteria are requested to submit duly signed application letters enclosing detailed curriculum vitae (CV), certified copies of relevant academic and professional certificates, national identity card and KRA PIN. The CV **must** at a minimum provide details of current employer, current designation, current job group, current remuneration, date of substantive appointment, county and sub-county of origin, and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information – mobile number and email. Applications to be submitted through the link: <https://jobs.tumel.co.ke/jobs/tumel/internal-audit-assistant> not later than 6th November, 2026 by 5:00 pm.

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 – 80100

Mombasa.

