

Job Title:	IT & Digital Banking Auditor	Employee Name:	
Organization Function:	UBA Kenya Internal Audit/ IT & Digital Banking Audit	Job grade:	BO/SBO
Organizational Level:		Location:	Head Office, Kenya.
Reporting Relationships: Functionally reports into: Head of Internal Audit/ Country Head of Internal Audit			
Job objective(s): To implement the Bank and Audit Division's mandate relating to review and assessment of controls over the information systems, safeguard the Bank's assets, ensure the completeness and accuracy of transaction records; and prevent/detect incidences of related frauds and irregularities			
Duties & Responsibilities: - Assist in the development and revision/update of the annual IT audit strategy and work plan in conjunction with the Country Head of Internal Audit and the UBA Africa Head of IT Audit. - Document findings (including identified control weaknesses/lapses) and proffer appropriate recommendations to ensure the optimal use of IT to support business objectives in a controlled manner. - Interface with the IT and ORM in Risk Management (as appropriate) to provide optimal support for the division's (i.e. Country Head of Internal Audit and the UBA Africa Head of IT Audit) tools and system as well as in the execution of IT audit assignments, resolutions of issues and implementation of effective control measures/ mechanisms. - Work with external auditors and regulatory examiners and provide required assistance in their conduct of regulatory and statutory review/examination of the Bank's IT-related transactions and activities. - Participate in process reviews/redesigns as well as systems upgrade/implementation efforts to ensure that appropriate system controls considerations are effectively taken on board and implemented. - Participate in Departmental meetings and activities as required. - Follow up with the Country Head of Internal Audit and the UBA Africa Head of IT Audit to ensure performance appraisal is performed on a timely basis and that individual staff career plans are generated/revised. - Prepare activity and performance reports on a timely basis, for the attention of the Country Head of Internal Audit and the UBA Africa Head of IT Audit - Monitor the adequacy of security and control built into the bank's computer system. - Ensure regular audit of all computer system operations. - Ensure regular audit of all Digital Banking Systems and Operations. - Assess and address risks and controls relating to hardware, software, data, and IT system. - Render technical support to other departments in Inspections.			

- Carrying out/participating in Head Office Department and Branch audits whenever called upon to do the same
- Perform other duties as assigned by the Country Head of Internal Audit

Key Performance Indicators

- Effectiveness in the review of Core Banking & Other Ancillary Applications
- Effectiveness in the review of Digital Banking Audit.
- Effectiveness in the review of Network and IT Infrastructures.
- Effectiveness Revenue Assurance review
- Timeliness of audit reports conducted
- Quality of audit work and reports prepared (volume of adjustments made to reports prepared)
- Effectiveness in follow-up to ensure audit exceptions are regularized within the advised time frame

Minimum Education Qualifications

- Minimum of a Bachelor's Degree in Computer Science/Engineering or other applied sciences.
- Must be a Certified Information Systems Auditor (CISA) certificate holder.
- Relevant professional certifications like CRISK, CISSP, CISM, PMP, CGIT, etc. will be an added advantage.

Previous Work Experience Requirements

- Minimum of 5 years cognate experience

Key Competency List

Knowledge

- Structured Query Language (SQL Navigator)
- Network Infrastructure Knowledge
- Database Operations Knowledge
- Application Programming Knowledge
- Digital Banking Systems and Operations Knowledge.
- Microsoft Office tools

Skills/Competencies

- Good analytical skills
- Excellent writing skills
- Good presentation skills
- Good interpersonal skills
- Strong attention to detail and ability to work under pressure
- Supervisory skills
- Broad IT skills

Job Owner:

Approved By:

Name:

Name:

Signature:

Signature:

Date:

Date: