

UNIVERSITY OF NAIROBI

INTERNAL AUDIT DEPARTMENT

SUMMARY OF 2013-2014 ACHIEVEMENTS

During the period 2013-2014, the department, in line with its 2013 -2018 Strategic plan, made the following achievements:

1. Implemented Citizens' Service Delivery Charter

The Department implemented its service delivery charter by:

- Displaying the charter prominently at the point of entry/service delivery points in both English and Kiswahili
- Sensitizing all employees of the Department and Cascading to all levels.
- Establishing and implementing systems aimed at complying with the commitments and standards in the charter, including maintaining records on service delivery;
- Actual compliance with the commitments and standards as stipulated in the charter, and
- Customizing charter to unique needs of the Department.

2. Customer Views

The department instituted measures to improve customer relations. To this end suggestion boxes are placed in each Audit unit of the University to enable us capture views and suggestions from our clients

3. Cascading of Performance Contracts –

The Department implemented the cascading process in a phased out manner by Cascading to individual staff through the Performance Appraisal System (PAS).

4. Compliance with ISO 9001:2008 standards

In the contract period ending 30th June 2014, Department complied 100% with ISO 9001:2008 QMS standards. The department was also audited by ISO auditors and found to have complied with ISO 9001:2008 QMS standards.

5. Environmental Sustainability

The Department organized planting of two hundred (200) trees in University compound at Mamlaka grounds.

6. Competency Development

- The department carried out the following activities:
- Carried out a Skills/Competence needs assessment
- Addressed the needs identified by the assessment

- Carried out staff Performance Appraisal
- Trained staff on Human Resource management
- Sensitized staff on University Policies
- Organized Team-building excursion for all staff
- Made one social visit to a children/elderly home

7. Trainings /Workshops

- The Department facilitated the following training for its staff
- Annual Internal Audit Conference, Eden Rock, Malindi – 1 Person
- ICPAK workshop on Essential Issues in Audit – 1 Person
- Sensitization Workshop on Constitution of Kenya – 1 Person
- Seminar for Secretarial Staff -2 Persons
- Hearing Disability Sensitization – 8 Persons
- Economic Symposium – 3 Persons
- 2nd Annual ISACA Conference, Mombasa – 2 Persons
- ICPAK 18th Executive Retreat, Dubai – 1 Person
- Conflict resolution training at CCU – 30 persons

8. Outcomes aligned to Sector Performance Standards

During the contract period ending 30th June 2014, the Department:

- Issued two(2) fraud alerts
- Carried out risk based systems audit in 30 areas.
- Processed payment documents delivered to Internal Audit within 2 days
- Audited accounting documents within 21 days of their delivery to the Internal Audit provided all the information is available
- Facilitated training for 38 members of staff
- Hosted one Journal in the Departmental website
- Developed 2 Control Assessment Questionnaires
- Attained 142,595 hits on departmental web site
- Attained 94,833 pages on departmental web site
- Issued three(3) control self-assessment questionnaires

9. Systems Audit Reports

32 system audits where carried out and reports submitted

- SALARIES SECTION – CENTRAL

- BURSAR'S OFFICE – CHSS
- INSTITUTE OF DEVELOPMENT STUDIES – CHSS
- ENVIRONMENTAL AND BIO SYSTEM ENGINEERING – CAE
- ARCHITECTURE AND BUILDING SCIENCES – CAE
- URBAN AND REGIONAL PLANNING – CAE
- SCHOOL OF BIOLOGICAL SCIENCES – CBPS
- BANK RECONCILIATIONS – CEES
- CEES SWA CAFETERIA – CEES
- MAINTENANCE SECT – CEES
- PARKLANDS SMU – SWA
- OBSTERICS AND GYNAECOLOGY – CHS
- SCHOOL OF COMPUTING AND INFORMATICS - CBPS
- PROCUREMENT SECTION – CBPS
- CATERING SERVICES – SWA
- STUDENTS REGISTRATION EXCERSICE – CAE
- KENYA SCIENCE WORKSHOP NURSERY S CHOOOL- KSC
- SCIENCE WORKSHOP – CBPS
- PROCUREMENT – CAE
- BURSAR'S OFFICE –CBPS
- FACULTY PROJECTS OFFICE – CAE
- BURSAR'S OFFICE – CAE
- LEGAL COMPLIANCE – CAE
- LEGAL COMPLIANCE – SWA
- LEGAL COMPLIANCE IN PROCUREMENT – CHS
- BURSAR'S OFFICE – CHS
- LEGAL COMPLIANCE IN PROCUREMENT – CENTRAL
- ESTATES DEPARTMENT – CENTRAL
- SOB & SOL PROJECTS – CHSS
- _CONSTRUCTION & MAINTENANCE – CENTRAL
- INCOME SECTION – CENTRAL
- LIBRARY – CENTRAL

10. Corruption Eradication Indicators

- Sensitized staff on anticorruption
- Implemented corruption prevention strategies as per the University Corruption prevention plan where applicable
- Instituted investigation on all reported corruption related cases and issued reports with recommendation to the Management.
- Participated in University programs aimed at corruption prevention

P. Igiria

Chief Internal Auditor