

# UNIVERSITY OF NAIROBI

## INTERNAL AUDIT DEPARTMENT

### SUMMARY OF ACHIEVEMENTS – 2014-2015

During the period 2014-2015, 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

#### **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**

The department was audited by Internal ISO auditors in November 2014 and found to have complied 100% with ISO 9001:2008 QMS standards

#### **5. Trainings /Workshops**

The Department facilitated the following training for its staff

- Institute of Internal Auditor Risk Management seminar in Mombasa- 4 persons
- Basic Sign Language at CCU – 7 Persons
- ISPAS Training at School of Computing – 1 Person
- Strategic Areas on Sign language skills –4 Persons

## **6. Office Ergonomics**

- The department has recently upgraded office furniture by installing new workstations in front office and secretaries office
- New computers have also been procured and older ones upgraded

## **7. Youth Internship/Industrial Attachment**

- Department has ensured that its projects and programs have a component of transfer of skills to the youth through internship involving 2 students.

## **8. Outcomes aligned to Sector Performance Standards**

During the current contract period, the Department has:

- Issued two(2) fraud alerts
- Carried out risk based systems audit in 12 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
- Constantly recorded and analysed office reporting time
- Issued accounting documents within 1hr
- Hosted one Journal in the Departmental website
- Attained 56,909 hits on departmental web site
- Attained 42,560 pages on departmental web site

## **9. Systems Audit Reports**

19 system audits have been carried out and reports submitted

1. Farm Project – Kenya Science
2. Procurement – CAE
3. Environmental Biosystem – CAE
4. School of Arts and Design
5. Procurement – CAVS
6. Maintenance Store – Central
7. Animal Production
8. Meteorology – CBPS
9. Caretaker Section – CAE
10. Students Registration Exercise – CAE
11. Kisii EMC – CEES

12. Caretaker – CBPS
13. Kitchens – SWA
14. Finance office operations – SWA
15. Procurement – CEES
16. KMSH Kitchen – SWA
17. Income Generating Units – SWA
18. Farm Project – KSC
19. Nursery School – KSC
20. Property Management, Mombasa Uni-Plaza – Central
21. Mombasa Clinic – UHS
22. Mombasa Campuses (SOB, SOL & SCDE) – Central
23. Machanga Field Station - CAVS

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**