NATIONAL DEFENCE UNIVERSITY-KENYA

DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Chief Internal Auditor.

JOB DESCRIPTION	CHIEF INTERNAL AUDITOR
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Permanent and pensionable
Job Group	"Q" (NDU-4)

Duties and Responsibilities

1. The Chief Internal Auditor is responsible for:
   a. Advising the University management on operational and financial matters;
   b. The overall formulation, coordination and implementation of audit policies;
   c. Development and implementation of audit work plans;
   d. Initiating and directing investigations when the need arises;
   e. Ensuring compliance with national and international audit, accounting and management standards;
   f. Reviewing and presenting audit reports to management and Audit, Risk and Compliance Committee of the Council;
   g. Serve as secretary to the Audit Risk and Compliance committee of the Council;
   h. Implementation of the performance management system in the department;
   i. Formulation and implementation of the departmental strategic plan;
   j. Any other relevant duty(ies) assigned from time to time.

Qualification for Appointment

2. For appointment to this position, applicants must have/be:
   a. A member of the Institute Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
   b. A master's degree in accounting/finance or its equivalent from a recognized university will be an added advantage;
   c. A bachelor's degree from a recognised university in a relevant field such as accounting, finance or the equivalent;
   d. Served in a comparable relevant position in the Public Service or private sector for a minimum of five (5) years;

e. Certified Information System Analyst or Certified Internal Auditor (CISA/CIA) holders will have an added advantage;

f. ICT proficiency in the relevant area is mandatory; and

g. Must meet the requirements of Chapter Six of the CoK 2010.

Core Competencies and Skills

3. The core competencies and skills include:

a. Written Communication skills i.e. ability to write audit reports concisely and accurately;

b. Interpersonal skills for frequent interaction with clients individually or in a group;

c. Ability to attend to details;

d. Analytical skills on facts to assist in form an audit judgment; and

e. Demonstrable professionalism and ability to work under stressful conditions.

4. Applicant will be required to present originals of the following documents during the interviews:

a. National identity card;

b. Academic and professional certificates and transcripts;

c. Any other supporting documents and testimonials;

d. Recommendations from relevant professional bodies; and

e. Recommendations from at least three (3) referees should be submitted separately to the address provided below.

Mode of Application

5. Applicants may submit manual (hard copy) or electronic (online) applications.

6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.

7. Scanned copies of the stated documents must accompany the online application.

8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to professional association(s), email address and telephone contacts.

9. Manual applications should be submitted in a sealed envelope clearly marked:

"Application for the position of **Chief Internal Auditor - National Defence University-Kenya"** and delivered to:

THE SECRETARY, UNIVERSITY COUNCIL
National Defence University-Kenya
P.O. Box 3812-20100
LANET, NAKURU

Online applications may be submitted via email to: ndu-kenya@mod.go.ke

All applications should reach National Defence University-Kenya on or before **29th April 2023** latest 5.00 p.m. **(East African Time).**

WARNING. Application for employment in National Defence University-Kenya is FREE TO ALL eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.