



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 Senior Internal Auditor.

JOB DESCRIPTION	SENIOR 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	“N” (NDU-7)

Duties and Responsibilities

1. The Senior Internal Auditor is responsible for:
 - a. Reviewing and developing audit techniques and procedures;
 - b. Drawing up audit programmes under the guidance of Chief Internal Auditor;
 - c. Issuing primary audit reports, queries and observations;
 - d. Ensuring implementation of audit policies and programmes in the University;
 - e. Supervision and appraisal of assigned staff members; and
 - f. Performing any other relevant duty(ies) assigned from time to time.

Qualification for Appointment

2. To be appointed to this position, applicants must have/be:
 - a. Certified Public Accountant (Kenya);
 - b. A master’s degree in accounting/finance or its equivalent from a recognised 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 twelve (12) years;
 - e. Certified Information System Analyst or Certified Internal Auditor (CISA/CIA) holders will have an added advantage;
 - f. Must be a registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) or an equivalent professional body;
 - g. ICT proficiency in the relevant area is mandatory; and
 - h. 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 with clients individually or in a group;
 - c. Ability to attend to details;
 - d. Analytical skills on facts to assist in forming an audit judgment;
 - e. Demonstratable professionalism and ability to manage stressful situations.
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; and
- 9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Senior 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.