



## **NATIONAL DEFENCE UNIVERSITY – KENYA**

### **DETAILED JOB SPECIFICATIONS**

#### **OFFICE OF THE VICE CHANCELLOR**

Reporting to the Director-Internal Audit, the job holder is expected to hold the qualifications as outlined below;

#### **1. INTERNAL AUDIT DIRECTORATE**

##### **a. ASSISTANT DIRECTOR, INTERNAL AUDIT JOB GRADE-NDU 6 -1 position**

##### **(1) Duties and responsibilities**

- (a) Formulating and coordinating the implementation of internal audit policies, strategies and plans;
- (b) Compiling and issuing internal audit reports to the Management and University as appropriate;
- (c) Setting up and implementing process audit in accordance with auditing standards;
- (d) Evaluating effectiveness of internal control framework in the Organization processes.
- (e) Providing assurance on risk control effectiveness, efficiency and adequacy and risk management processes.
- (f) Assisting external Auditors when called upon.
- (g) Implementing and closing of Board Audit committee's resolutions.
- (h) Ensuring agreed targets are met in the department
- (i) Providing leadership in conducting audits
- (j) Managing audits by monitoring/tracking progress of assignments allocated to auditors
- (k) Managing the "close out" process of audits
- (l) Formulating and coordinating the implementation of internal audit policies, strategies and plans;
- (m) Compiling and issuing internal audit reports to the Management and University as appropriate;
- (n) Providing leadership in carrying out special, systems audits and investigations

- (o) Setting up and implementing systems in accordance with auditing standards;
- (p) Evaluating internal control framework for preventing and detecting irregularities
- (q) Providing assurance on risk control effectiveness, efficiency and adequacy and risk management processes.
- (r) Implementing and closing of Board Audit committee's resolutions.
- (s) Building and maintaining relationships with key stakeholders through regular engagements by providing feedback on fraud and /or industry trends
- (t) Ensuring increased awareness of the impact of fraud and regulatory risks by sharing information within the organization.
- (u) Providing input into the corporate risk and audit plans xxii. Ensuring agreed targets are met in the department.
- (v) Managing the "close out" of systems and forensic investigation.

**(2) Requirements for appointment to this grade, a Candidate must have: -**

- (a) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Principal Internal Auditor or in a comparable position;
- (b) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited institution
- (c) Master's degree in any of the following disciplines: Accounting, Finance Commerce, Economics, Business Administration or its equivalent qualification from a recognized and accredited institution
- (d) Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;
- (e) Registered with Institute of International Auditors (IAA);
- (f) A valid practicing certificate from a relevant professional body;
- (g) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
- (h) Proficiency in computer applications; and Demonstrated merit and ability as reflected in work performance;

**b. SENIOR INTERNAL AUDITOR, JOB GRADE-NDU 8 – I position**

**(1) Duties and responsibilities**

- (a) Executing audits assignment;
- (b) Participating in the development of audit strategies, policies and procedures and ensure effective implementation;
- (c) Contributing to preparation of the risk based annual audit plan for approval by the Audit & Integrity Committee of the University;
- (d) Preparing audit reports on completion of each audit engagement to ensure timely issuance to Management for implementation of recommended actions
- (e) Evaluating progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits;
- (f) Assisting in preparation of quarterly audit reports to the Audit and Integrity Committee of the University;
- (g) Providing input into the corporate risk and audit plans
- (h) Providing increased awareness of the impact of fraud and regulatory risks by sharing information within the organization.
- (i) Conducting audits and investigations on reported and suspected cases;
- (j) Executing information security audits across the organization.
- (k) Evaluating financial and information systems, management procedures and security controls.
- (l) Evaluating the efficiency, effectiveness and compliance of operation processes with corporate security policies and related government regulations.
- (m) Developing and administering risk-focused examination for IT systems.
- (n) Interviewing personnel to establish system security risks and complications.
- (o) Documenting the audit process on a variety of computing environments and computer applications.
- (p) Assessing the exposures resulting from ineffective or missing control practices.
- (q) Interpreting audit results against defined criteria.
- (r) Preparing reports of audit findings.

**(2) Requirement for appointment to this grade, an officer must have:**

- (a) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Internal Auditor I or in a comparable position;
- (b) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognized and accredited institution;
- (c) Certificate in any of the following: Part II of the Certified Internal Auditor (CIA), Part II of the Certified Public Accountants (CPA) Examination, Part II of

- the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized and accredited institution;
- (d) Registered with relevant professional body (where applicable);
  - (e) Proficiency in computer applications; and Demonstrated merit and ability as reflected in work performance



**OFFICE OF THE DEPUTY VICE-CHANCELLOR (FINANCE AND ADMINISTRATION)**

**2. ADMINISTRATION DIRECTORATE**

**a. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT SERVICES, JOB GRADE-NDU 6 -1 position**

**(1) Duties and responsibilities**

- (a) Coordinating staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
- (b) Developing, implementation and reviewing human resource policies, procedures, standards and regulations;
- (c) Undertaking staff establishment and career planning;
- (d) Identifying, designing and coordinating the implementation of training programmes;
- (e) Providing guidance on development and updating of the human resource database;
- (f) Monitoring the implementation of training and human resource development plans;
- (g) Preparing Personnel Emolument Budget for the University; Updating and maintaining skills inventory;
- (h) Participating in the development of knowledge management;
- (i) Analyzing impact of human resource policies on performance;
- (j) Coordinating performance management;
- (k) Overseeing development and maintenance of human resource database;
- (l) Implementing and reviewing human resource plans;
- (m) Coordinating industrial relations and staff welfare;
- (n) Providing advice to staff on pay and benefit system;
- (o) Ensuring compliance with statutory and regulatory requirements relating to Human Resource;
- (p) Coordinating quality management and performance contracting processes.

**(2) Requirements for Appointment to this grade, a candidate must have:**

- (a) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Principal Human Resource Management Officer or in a comparable position;



- (b) Bachelor's degree in any of the following disciplines: Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognized and accredited institution;
- (c) Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations or equivalent qualification from a recognized and accredited institution;
- (d) Relevant technical and professional certification from a recognized institution
- (e) Certificate in Leadership course lasting not less than four (4) weeks from a recognized and accredited institution
- (f) Registered with Institute of Human Resource Management (IHRM).
- (g) Valid practicing license from IHRM
- (h) Proficiency in computer applications
- (i) Demonstrated merit, ability and leadership as reflected in work performance and results.

**b. FINANCE AND ACCOUNT OFFICER I, JOB GRADE NDU-9 - 1 position**

**(1) Duties and Responsibilities**

- (a) Preparing and reviewing periodic expenditures return
- (b) Maintaining the general ledger
- (c) Assisting in tax accounting and remitting statutory deductions
- (d) Keeping safe custody of payments and journal vouchers
- (e) Checking and processing contract payments and other disbursements
- (f) Issuing demand notes and following delinquent accounts
- (g) Maintaining assets registers
- (h) Preparing payment vouchers
- (i) Preparing bank reconciliation statements
- (j) Ascertaining accuracy of HELB returns and updating student's details.
- (k) Reconciling students' account.
- (l) Preparing customer invoices for the services rendered.
- (m) Undertaking regular banking.
- (n) Participating in quality management and performance contracting processes.

**(2) Requirements for Appointment to this grade, a candidate must have: -**

- (a) Cumulative service period of three (3) years' relevant work experience, at the grade of Finance and Accounts Officer II or in a comparable position;
- (b) Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance, or its equivalent qualification from a recognized and accredited institution;
- (c) Certified Public Accountant Part II or equivalent qualification from accredited examination body;
- (d) Registered with Institute of Certified Public Accountants of Kenya (ICPAK);
- (e) proficiency in computer applications;
- (f) Demonstrated merit and ability as reflected in work performance and results.

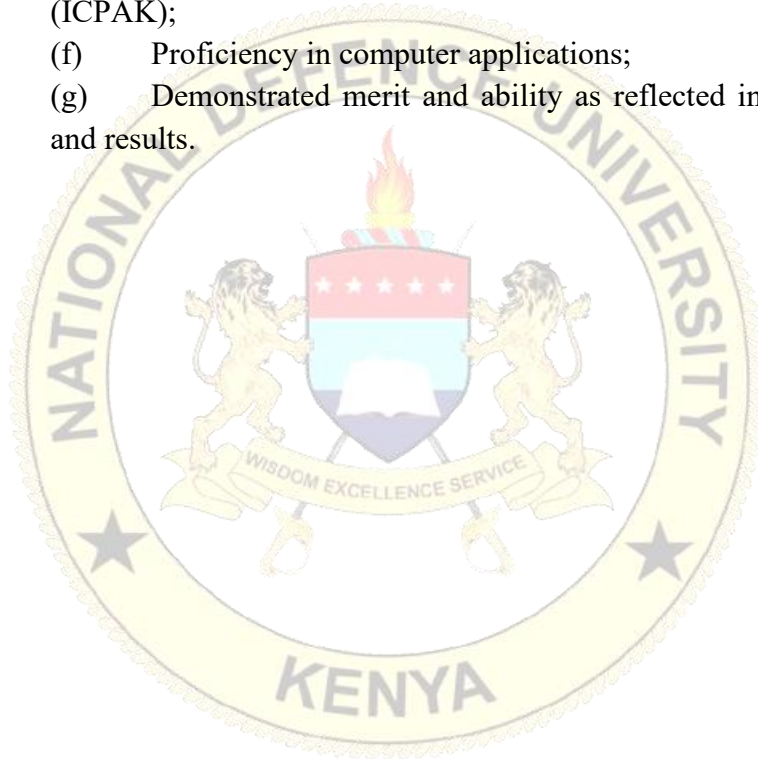
**c. SENIOR FINANCE AND ACCOUNTS OFFICER, JOB GRADE-NDU 8 -1 position**

**(1) Duties and Responsibilities**

- (a) Implementing accounting policies, strategies, regulations, guidelines and procedures
- (b) Preparing financial Statements and Accounts
- (c) Verifying payment vouchers
- (d) Verifying bank reconciliation statements
- (e) Reviewing and recommending modifications of accounting systems and procedures
- (f) Collaborating with internal and external auditors to ensure compliance with statutory requirements on audit
- (g) Participating in financial standards setting and forecast process
- (h) preparing and submitting daily bank balances for monitoring
- (i) Issuing cheque books to cashier responsible for writing/ raising cheques to ensure book serial numbers are consistently followed
- (j) Updating vote heads for various Departments
- (k) Maintaining asset register
- (l) Developing the departmental work plan and
- (m) Participating in quality management and performance contracting processes.

**(2) Requirements for Appointment to this grade, a candidate must have: -**

- (a) For appointment to this grade, a candidate must have: -
- (b) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Finance and Accounts Officer I or in a comparable position
- (c) Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance or its equivalent qualification from recognized and accredited institution;
- (d) Certified Public Accountant (K) or equivalent qualification from accredited examination body;
- (e) Registered with Institute of Certified Public Accountants of Kenya (ICPAK);
- (f) Proficiency in computer applications;
- (g) Demonstrated merit and ability as reflected in work performance and results.





**OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC AND STUDENT AFFAIRS)**

**3. ACADEMIC AFFAIRS DIRECTORATE**

**a. SENIOR LECTURER, JOB GRADE -NDU 5A - Medical Surgical Nursing/Critical Care Nursing – 1 position**

**(1) Duties and Responsibilities**

- (a) Undertaking teaching at undergraduate and graduate levels.
- (b) Conducting research and produce publications or other research outputs
- (c) Supervising undergraduate and postgraduate research
- (d) Participating in curriculum development and review
- (e) Conducting Examination preparation, administration and management
- (f) Participating in administration and management of departmental programmes and activities
- (g) Developing learning materials
- (h) Conducting community outreach activities;
- (i) Participating in the development and review of academic programmes
- (j) Guiding and counselling students
- (k) Attending and participating in research conferences and seminars
- (l) Perform any other related duty assigned from time to time.

**(2) Requirements for appointment to this grade a candidate must have:**

- (a) An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized and accredited university;
- (b) At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;
- (c) A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
- (d) Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- (e) Be registered or registrable with the relevant professional body (where applicable);

- (f) Proficiency in Computer Applications;
- (g) Demonstrated merit and ability as reflected in work performance.

**b. SENIOR LECTURER, JOB GRADE -NDU 5A- Gender Studies – 1 position**

**(1) Duties and Responsibilities**

- (a) Undertaking teaching at undergraduate and graduate levels.
- (b) Conducting research and produce publications or other research outputs
- (c) Supervising undergraduate and postgraduate research
- (d) Participating in curriculum development and review
- (e) Conducting Examination preparation, administration and management
- (f) Participating in administration and management of departmental programmes and activities
- (g) Developing learning materials
- (h) Conducting community outreach activities;
- (i) Participating in the development and review of academic programmes
- (j) Guiding and counselling students
- (k) Attending and participating in research conferences and seminars
- (l) Perform any other related duty assigned from time to time.

**(2) Requirements for appointment to this grade a candidate must have:**

- (a) An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized and accredited university;
- (b) At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;
- (c) A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
- (d) Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- (e) Be registered or registrable with the relevant professional body (where applicable);
- (f) Proficiency in Computer Applications;
- (g) Demonstrated merit and ability as reflected in work performance.

**c. LECTURER, JOB GRADE -NDU 5A- Geography (Remote Sensing and GIS)  
– 1 position**

**(1) Duties and Responsibilities**

- (a) Undertaking teaching at undergraduate and graduate levels.
- (b) Conducting research and produce publications or other research outputs
- (c) Supervising undergraduate and postgraduate research
- (d) Participating in curriculum development and review
- (e) Conducting Examination preparation, administration and management
- (f) Participating in administration and management of departmental programmes and activities
- (g) Developing learning materials
- (h) Conducting community outreach activities;
- (i) Participating in the development and review of academic programmes
- (j) Guiding and counselling students
- (k) Attending and participating in research conferences and seminars
- (l) Perform any other related duty assigned from time to time.

**(2) Requirements for appointment to this grade a candidate must have:**

- (a) An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from recognized and accredited university;
- (b) At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;
- (c) A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
- (d) Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
- (e) Be registered or registrable with the relevant professional body (where applicable);
- (f) Proficiency in Computer Applications;
- (g) Demonstrated merit and ability as reflected in work performance.