



## 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.

<b>JOB DESCRIPTION</b>	<b>Chief Internal Auditor</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“Q” (NDU-5)

#### **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](mailto:ndu-kenya@mod.go.ke)

All applications should reach National Defence University-Kenya on or before **29<sup>th</sup> 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.



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### 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.

<b>JOB DESCRIPTION</b>	<b>Senior Internal Auditor</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“P” (NDU-6)

#### **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

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### 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 Deputy Director Corporate Communication.

<b>JOB DESCRIPTION</b>	<b>Deputy Director Corporate Communication</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“P” (NDU-5)

#### **Duties and Responsibilities**

1. The Deputy Director Corporate Communication will be responsible for:
  - a. Overseeing the implementation of both internal and external corporate communication strategies;
  - b. Analysing information on University programmes, significant events and their consequences on clients in any specific aspect of the University’s mandate;
  - c. Researching and implementing measures to enhance the University’s image among stakeholders, public and in the local as well as international press;
  - d. Identifying University events that require packaging for dissemination to the media and the public in general;
  - e. Preparing and organising venues where University programmes and projects can be propagated and promoted effectively and appropriately;
  - f. Preparing media supplements, documentaries, marketing material, press releases and features;
  - g. Attending University meetings where cross-cutting issues requiring necessitate reporting are deliberated upon;
  - h. Promoting corporate visibility, identity, image and vision;
  - i. Contribute to the maintenance of an effective and updated University website;
  - j. Any other relevant duty(ies) assigned by the University Vice Chancellor.

#### **Qualification for Appointment**

2. To be considered for appointment, applicants must have:
  - a. Served in a comparable and relevant position in the Public Service or in private sector for a minimum of five (5) years;

- b. Bachelor's degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other relevant equivalent qualifications from a recognized institution;
- c. Master's degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, Social Sciences or any other approved equivalent qualifications from a recognized institution will be an added advantage;
- d. Must meet the requirements of Chapter Six of the CoK 2010;
- e. Possess advanced computer application skills;
- f. Possess good oral and written communication skills both English and Kiswahili;
- g. Demonstrate strong skills in writing, editing, proof reading, design and ability to present concepts verbally and graphically; and
- h. Professional competence in organisation and delivery.

### **Core Competencies and Skills**

- 3. The core competencies and skills include:
  - a. Written Communication skills i.e. ability to write reports concisely and accurately;
  - b. Interpersonal skills in the management of clients both individually and in a group;
  - c. Ability to attend to details;
  - d. Creative and analytical skills on facts to assist judgment;
  - e. Demonstratable professionalism; and
  - f. Ability to manage stressful situations.
- 4. Applicants 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. Candidates 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 a 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 **Deputy Director Corporate Communication - National Defence University-Kenya**” and delivered to:

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

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### 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 Quality Assurance Officer.

<b>JOB DESCRIPTION</b>	<b>SENIOR QUALITY ASSURANCE OFFICER</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Three (3) years contract (Renewable) subject to satisfactory performance.
<b>Job Group</b>	“N” (NDU-7)

#### Duties and Responsibilities

1. The Senior Quality Assurance will be responsible for:
  - a. Designing and developing university wide quality assurance management system that supports university management and delivers quality teaching and research;
  - b. Carrying out day to day operational activities within the Directorate of Quality Assurance and implement Quality Assurance strategies and plans;
  - c. Initiating and coordinating the implementation of internal quality assurance mechanisms in collaboration with all function teams;
  - d. Ensuring that all processes especially those needed for the quality management system are established, implemented and maintained through trainings and scheduled audits;
  - e. Ensuring the preparations of all quality assurance related reports through strategies such as reporting seminars to support adequate reporting on performance of the quality management system and any need for improvement;
  - f. Coordinating the trainings of the ISO and Internal Quality audit teams for scheduled and unscheduled audits in liaison with the Director Quality Assurance and ensure that auditors are well equipped for their assignments and that they update their skills regularly;
  - g. Coordinating benchmarking and encouraging the adoption of best practices for quality; and
  - h. Any other relevant duty(ies) assigned by Management.

#### Qualification for Appointment

2. For appointment to this position, a candidate must have/be:
  - a. A Masters Degree in Strategic management, Education, Administration or its equivalents;



- b. Bachelor's Degree in in Education, Strategic management, Operation Management, Administration, or related field from a recognized institution;
- c. A Diploma in quality management is an added advantage;
- d. Should have evidence of consistent Quality Assurance development skills through continued training in Internal Quality Assurance and Quality Management System fields.
- e. Should have at least five (5) years' experience in University Quality Assurance and quality management coordination;
- f. Should have the ability to offer trainings, monitor and evaluate quality assurance in the University;
- g. Evidence of in-depth and extensive knowledge of higher education quality assurance policies, processes and issues for both face to face and online teaching and learning;
- h. Should have proficiency in use of computer applications and the ability to promote the use of information and communication technology

#### **The Core Competencies and Skills:**

- 3. The core competencies and skills include:
  - a. Excellent verbal and written communication skills;
  - b. Organisational and planning skills;
  - c. Should be an outstanding team Leader with a proven record in promoting ethical scientific research, quality teaching / learning and community outreach service in the University;
  - d. Be versed with management systems standards and guidelines and quality assurance systems;
  - e. Be result oriented; innovative and work with minimum supervision;
  - f. Should be a person of integrity with high moral standards
  - f. Demonstratable professionalism.
- 4. Candidate 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. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

#### **Mode of Application**

- 5. Candidates may submit manual (hard copy) or electronic (online) applications.
- 6. All applications should be submitted together with a 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 **Senior Quality Assurance Officer - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**

National Defence University-Kenya

P.O. Box 3812-20100

**LANET, NAKURU**

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### 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 Systems Librarian.

JOB DESCRIPTION	SYSTEMS LIBRARIAN
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	“K” (NDU-9)

#### Duties and Responsibilities

1. The Systems Librarian will be responsible for:
  - a. Monitoring and advising on library & Information Communication Technology matters;
  - b. Managing the library’s Local Area Network (LAN) and maintaining links with the Wide Area Network (WAN);
  - c. Maintaining library computer software and hardware, particularly: The Integrated Library Management System (Koha), The Digital Repository (D Space), The Open Journal System (OJS), Library Security Systems (RFID and EM Technologies);
  - d. Assisting in the formulation and implementation of policies and procedures, particularly in the area of systems development;
  - e. Coordinating and conducting staff training for development of ICT skills in the use of automated systems and computer-based products, services and emerging trends;
  - f. Concurrently managing multiple projects, administer systems, troubleshooting computing problems, plan and managing change in the library computing environment and acting as liaison with other information technology professionals;
  - g. Routine troubleshooting of hardware and software; and
  - h. Any other relevant duty(ies) assigned by Management.

#### Qualification for Appointment

2. Applicants for this position must have/be:
  - a. Bachelor’s Degree in Information Technology (IT), Computer Science, or Library and Information Science with IT/ICT Option;
  - b. Master’s Degree in Library or related field will be an added advantage;
  - c. Minimum five (5) years’ experience as a Systems Librarian in a University Library;
  - d. Minimum of one article in a peer reviewed journal; and

- e. Familiarity with standards appropriate to library applications such as MARC21 (machine readable cataloguing), HTML, Z39.50, etc.

### **Core Competencies and Skills**

3. The core competencies and skills include:
  - a. Thorough knowledge of the applications of computer technology to library operations;
  - b. Hands-on knowledge on use of Library Management Systems;
  - c. Ability to work effectively with teams, committees and working groups;
  - d. Good organisational, interpersonal, oral (make effective oral presentations) and written communication skills;
  - e. Ability to prepare instructional and procedural materials/manuals for Library System automated resources; and
  - f. Good working knowledge in apache, SQL, MySQL, HTML, CSS and JavaScript.
4. Candidate 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. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

### **Mode of Application**

5. Candidates 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 **Systems Librarian - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**  
National Defence University-Kenya  
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**LANET, NAKURU**

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

JOB DESCRIPTION	PRINCIPAL ACCOUNTANT
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“Q” (NDU-5)

#### Duties and Responsibilities

1. The Principal Accountant will be responsible for:
  - a. Monitoring implementation of accounting standards and systems compliance;
  - b. Organisation of accounting services to facilitate communication, delegation of authority and setting the scope of responsibility and segregation of duties;
  - c. Implementation of the accounting system as a means of maintaining sound and prudent financial records, which must recognise, classify, post, summarise and report transactions;
  - d. Maintenance of accounting standards and integrity within the Accounts unit;
  - e. Supervision and development of staff in the Accounts Unit; and
  - f. Any other relevant duty(ies) assigned by Management from time to time.

#### Qualification for Appointment

2. Applicants to this position, must have/be:
  - a. Must be a registered member of the Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
  - b. A master’s degree in accounting or its equivalent from a recognised university will be an added advantage;
  - c. A bachelor’s degree from a recognised university in accounting or its equivalent;
  - d. Served in a comparable relevant position in Public Service or private sector for minimum of five (5) years;
  - e. Must meet the requirements of Chapter Six of the CoK 2010;
  - f. ICT proficiency in the relevant area is mandatory; and
  - g. Management training lasting at least four (4) weeks in a recognised institution.

#### Core Competencies and Skills

3. The core competencies and skills include:
  - a. Communication skills;
  - b. Ability to exercise due diligence;
  - c. Professionalism and attention to detail;
  - d. Analytical and problem-solving; and
  - e. Familiarity with financial management and budgeting software.

4. Applicants 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. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

**Mode of Application**

5. Candidates 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 **Principal Accountant - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**  
National Defence University-Kenya  
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**LANET, NAKURU**

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### 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 Accountants Officer.

JOB DESCRIPTION	SENIOR ACCOUNTANTS OFFICER (ONE POSITION)
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“N” (NDU-7)

#### **Duties and Responsibilities**

1. The Senior Accountant will be responsible for:
  - a. Directing, controlling and coordination of routine and non-routine accountancy matters;
  - b. Advising on financial policies as well as ensuring adherence to accounting principles and control of financial transactions;
  - c. Mentoring, training and developing assigned staff members in accounting services;
  - d. Undertake ad hoc assignments relating to accounting services;
  - e. Certify and verify returns, documents, vouchers and monitor revenue collections;
  - f. Keep custody of accountable documents; and
  - g. Any other relevant duty(ies) assigned by Management.

#### **Qualification for Appointment**

2. Appointment to this position, must have/be:
  - a. Registered member of the Institute of the Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
  - b. A bachelor's degree from a recognized university in a relevant field such as accounting administration;
  - c. Served in a comparable relevant position in the Public Service or private sector for minimum of three (3) years; and
  - e. ICT proficiency in the relevant area is mandatory.

#### **Core Competencies and Skills**

3. The core competencies and skills include:
  - a. Communication skills;
  - b. Supervisory skills;
  - c. Interpersonal skills;
  - d. Ability to attend to details; and
  - e. Analytical skills;
  - f. Familiarity with financial reporting, taxation and budgeting
4. Candidate 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. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

**Mode of Application**

5. Candidates 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:

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## 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 Accountant 1 Officer.

<b>JOB DESCRIPTION</b>	<b>ACCOUNTANT 1 OFFICER (TWO POSITIONS)</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“M” (NDU-8)

#### **Duties and Responsibilities**

1. The Senior Accountant will be responsible for:
  - a. Directing, controlling and coordination of routine and non-routine accountancy matters;
  - b. Advising on financial policies as well as ensuring adherence to accounting principles and control of financial transactions;
  - c. Mentoring, training and developing assigned staff members in accounting services;
  - d. Undertake ad hoc assignments relating to accounting services;
  - e. Certify and verify returns, documents, vouchers and monitor revenue collections;
  - f. Keep custody of accountable documents; and
  - g. Any other relevant duty(ies) assigned by Management.

#### **Qualification for Appointment**

2. Appointment to this position, must have/be:
  - a. Registered member of the Institute of the Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
  - b. A bachelor's degree from a recognized university in a relevant field such as accounting administration;
  - c. Served in a comparable relevant position in the Public Service or private sector for minimum of three (3) years; and
  - d. ICT proficiency in the relevant area is mandatory.

#### **Core Competencies and Skills**

3. The core competencies and skills include:
  - a. Communication skills;
  - b. Computerised Accounting skills;
  - c. Interpersonal skills;
  - d. Ability to attend to details; and
  - e. Analytical skills;
4. Candidate 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
- f. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

**Mode of Application**

- 5. Candidates 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 **Accountant 1 Officer - 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](mailto:ndu-kenya@mod.go.ke)

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## 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 Assistant Director Procurement and Supply Chain Management.

<b>JOB DESCRIPTION</b>	<b>SENIOR ASSISTANT DIRECTOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“P” (NDU-6)

#### **Duties and responsibilities:**

1. Duties and responsibilities will entail and not be limited to:
  - a. Continuous analyses of the supply chain management structures and systems for efficient service delivery;
  - b. Determining and proposing strategies and methods for management of the supply chain;
  - c. Initiating and developing Supply Chain Management policies and performance improvement strategies that are adaptive to changing market environment and technology;
  - d. Development of strategic plans for Supply Chain Management Services;
  - e. Implementation of Public Procurement and Asset Disposal Act, 2005 and other statutes, rules and regulations;
  - f. Development of the University’s annual procurement and asset disposal plans ensuring they align with the budget and strategic needs of the University; and
  - f. Any other relevant duty(ies) assigned by Management.

#### **Qualification for Appointment**

2. Applicants to this position must have/be:
  - a. Served in a comparable relevant position in the Public Service or private sector for a minimum of five (5) years;
  - b. Be a member of the relevant professional regulatory body;
  - c. Bachelor’s degree in procurement and supply chain management, business administration, commerce, logistics and supply or other relevant qualification from a recognised institution;
  - d. A master's degree in any of the following fields: purchasing and supply management, logistics, business administration, commerce, entrepreneurship, law, or any other relevant qualification from a recognised institution will be an added advantage.
  - e. ICT proficiency is mandatory; and
  - f. Management training lasting at least four (4) weeks a recognised institution;

#### **Core Competencies and Skills**

3. The key competencies and skills include:
  - a. Communication skills;
  - b. Ability to exercise due diligence;

- c. Understanding and being abreast on dynamics pertaining int goods and services market;
  - d. Strong sense of ethics, quality and value for money;
  - e. Ability to attend to details;
  - f. Analytical skills;
  - g. Professionalism;
  - h. Ability to prepare tender templates for the supply of services and goods; and
  - i. Ability to supervise a team and deliver under pressure to meet deadlines.
4. Applicants 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
  - f. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

#### **Mode of Application**

5. Candidates 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 a 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 **Deputy Director Procurement & Supply Chain Management - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**

National Defence University-Kenya

P.O. Box 3812-20100

**LANET, NAKURU**

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## 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), the National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Senior Human Resource Officer.

JOB DESCRIPTION	SENIOR HUMAN RESOURCE OFFICER
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“P” (NDU-6)

#### Duties and responsibilities

1. Duties and responsibilities of the Senior HRO will entail and not limited to:
  - a. Compilation of information relating to recruitment, appointment, promotion, transfers and human resource management information systems;
  - b. Prompt implementation of human resource management decisions within existing rules, regulations and procedures;
  - c. Processing of cases for staff advisory and training committees and implementation of decisions thereof;
  - d. Conduct of training needs assessment (TNA);
  - e. Formulation and evaluation of staff targeted training programmes;
  - f. Maintenance of human resource management and development records/inventory;
  - g. Management of the human resource information system;
  - h. Analysing human resource management issues and proposing appropriate/remedial action(s);
  - i. Interpreting human resource regulations in regard to pensions, salary administration and labour laws and other statutes that impact on human resource;
  - j. Management of staffing levels and making proposals for succession; and
  - k. Any other relevant duty(ies) assigned by Management.

#### Qualification for Appointment

2. To be considered for appointment as Senior HRO, one must have:
  - a. Served in a comparable or equivalent position in the Public Service or private sector for a minimum of three (3) years;
  - b. Bachelor’s degree in human resource management or equivalent; manpower studies or equivalent from a recognised institution; **or**
  - c. Bachelor’s degree in economics, sociology, business administration, public administration, or commerce with a postgraduate diploma in human resource management or equivalent or Certified Public Secretary Part III or equivalent from a recognised institution;
  - d. Must be a practicing member of the institute of Human Resource Management of good standing;
  - e. Must have a valid IHRM practising license
  - f. Management training lasting at least four (4) weeks a recognised institution; and

- g. Proficiency in computerised payroll management software applications/systems

### **Core Competencies and Skills**

3. The key competencies and skills include:
  - a. Communication skills;
  - b. Problem solver;
  - c. Competence maker;
  - d. Confidentiality;
  - e. Ability to attend to details;
  - f. Analytical skills; and
  - g. Professionalism.
4. Candidate 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
  - f. Recommendations from at least three (3) referees should be submitted separately to the address provided below.

### **Mode of Application**

5. Candidates 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 **Principal Human Resource Management officer - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**

National Defence University-Kenya

P.O. Box 3812-20100

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### 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 Principal Information, Communication Technology Officer.

<b>JOB DESCRIPTION</b>	<b>PRINCIPAL INFORMATION, COMMUNICATION TECHNOLOGY OFFICER</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	

#### **Duties and responsibilities**

1. Duties and responsibilities Principal Information, Communication Technology Officer (ICT Officer) will entail and not be limited to:
  - a. Systems development, implementation, and allocation;
  - b. Coordinating systems development, implementation, and maintenance;
  - c. Ensure all Service Desk calls for the Technical Team conform to Standard Operating Procedures (SOP) and be escalated where breaches occurred;
  - d. Provide technical and infrastructure support for the ICT environment;
  - e. Structured analysis and a creative approach to problem-solving;
  - f. Implementation of new infrastructure, technology acquisitions, software solutions, and upgrades;
  - g. Preparing progress reports on ongoing projects;
  - h. Evaluating systems and ensuring adherence to established ICT standards;
  - i. Training on and preparing staff performance reports;
  - j. Planning, monitoring and evaluating programme/activities;
  - k. Liaising with departments to ensure effective maintenance of ICT equipment as well as reviewing and evaluating hardware maintenance plans; and
  - l. Any other relevant duty(ies) assigned by Management.

#### **Qualifications for the appointment**

2. To be considered for appointment as Principal ICT Officer, one must have:
  - a. Bachelor's degree in Computer Science/Information Communication Technology or in Electronics/Electrical Engineering from a recognised institution;
  - b. Served in an equivalent or comparable position for at least three (3) years in the Public Service or private sector;
  - c. Attended a management course lasting at least four (4) weeks;
  - d. Demonstrate strong interpersonal communication and organisational skills and ability to work effectively in a team environment;
  - e. Experience in client-level technical support in a demanding ICT environment;
  - f. Demonstrated professional ability, initiative and competence in organising and directing work;

- g. The ability to be flexible and to work under pressure to meet deadlines in changing situations; and
  - h. Conversant with the workings and support requirements of ERP and E-learning systems.
3. Candidate will be required to present originals of the following documents during the interview:
- 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
  - f. Recommendations from at least three (3) referees should be submitted separately to the address provided below.

**Mode of Application**

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