



**VACANCIES ANNOUNCEMENT**

The National AIDS Control Council (NACC) is a state Corporation whose mission is to provide policy and strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. More details of our mandate and contacts can be found in the website [www.nacc.or.ke](http://www.nacc.or.ke) In our efforts to fulfil this mandate, the NACC seeks to recruit suitable candidates for the following position:

**1. INTERNAL AUDITOR II (GRADE NACC 6)**

<b>Job Title</b>	<b>INTERNAL AUDITOR II</b>
<b>Reports to</b>	<b>HEAD, INTERNAL AUDIT</b>
<b>Grade</b>	<b>NACC 6</b>
<b>Department</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>Business Purpose/Objective</b>	To ensure that the Councils’ network of Risk Management, Control and Governance processes as designed and represented are adequate and functioning in the desired manner
<b>Accountabilities (Responsibilities)</b>	
<p><b>1. Auditing Services:</b></p> <ul style="list-style-type: none"> <li>• Development of the Annual Risk Based work plan and budget</li> <li>• Developing comprehensive audit systems and audit techniques and procedures for financial transactions</li> <li>• Designing, developing and updating the internal audit manual detailing audit plans</li> <li>• Drawing up audit programs, prepare draft audit reports, queries and observations Preparation of the Audit Committee meeting agenda document on a quarterly basis</li> <li>• Liaising with partners who support NACC to design appropriate audit procedures for those resources</li> </ul> <p><b>2. Consulting Services:</b></p> <ul style="list-style-type: none"> <li>• Facilitating the periodic review of internal control systems to ensure their adequacy to prevent errors and irregularities</li> <li>• Carrying out a review of accounting, financial and budgetary systems</li> <li>• Reviewing and appraising the soundness, adequacy and application of accounting, financial and other operating controls and promoting effective controls</li> <li>• Ascertaining compliance with established, policies, plans, procedures and processes in NACC</li> <li>• Ascertaining the reliability of management data developed within NACC</li> </ul>	

- Providing technical support to other units in NACC
3. **Risk Management:**
- Coordinating risk assessment by providing support to management in identifying and controlling risks within the organization
  - Ensuring regular updating of the Risk Register
4. **Corruption Eradication:**
- Developing Corruption Risk Mitigation Plans for the organization
  - Carrying out of corruption risk assessments and sensitizing staff on integrity issues
5. **Advisory Services:**
- Provision of investigative services to operations and business line management and any other advisory services required in line with the guidelines set out in the audit charter
  - Advising management on matters related to utilization of resources in NACC
6. **Verification of Staff Imprests:**
- Carrying out pre-emptive audits i.e. review of Imprest surrenders and Travel Claims
7. Other Duties as may be assigned by Head Internal Audit

<b>Educational</b>	<p>The ideal candidates must be;</p> <ul style="list-style-type: none"> <li>• A CPA/ACCA Finalist,</li> <li>• Be computer Literate (Ms. Office, Suite Proficiency),</li> <li>• Have at least 1 year experience in Audit with a</li> <li>• First Degree with bias in Accounting or Finance related field.</li> </ul>
<b>Experience</b>	Have a minimum of two (2) years' experience in a related field from a large and reputable organization
<b>Key competencies</b>	<ul style="list-style-type: none"> <li>• Good Interpersonal and communication skills</li> <li>• Exemplary organizational skills</li> <li>• Good analytical and presentation skills</li> <li>• Ability to deliver under minimum supervision</li> </ul>

The above position is on three (3) year contact basis renewable subject to satisfactory performance through a formal appraisal. The individual recruited shall be of high integrity and able to work within a team. If you fulfil the above requirements, you are invited to submit an application letter together with an up to date CV, copies of certificates, testimonials, names and contacts of three professional referees in a sealed envelope by **Thursday, September 20, 2018**.

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**The Chief Executive Officer  
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Nairobi  
KENYA**