

**Internal Auditor  
REF: NSDCC/20**

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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Internal Auditor                           |
| <b>Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NSDCC 7                                    |
| <b>Corporation/Organization</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | National Syndemic Diseases Control Council |
| <b>Directorate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Internal Audit                             |
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Internal Audit                             |
| <b>Location / Workstation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Headquarters, Nairobi                      |
| <b>Reporting Relationships</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                            |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Senior Internal Auditor                    |
| <b>Job Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |
| To carry out internal audit functions in accordance with the International Auditing standards and Public Finance management Act while providing independent and objective assurance of effectiveness of internal controls, governance processes and risk-based management systems in the Board.                                                                                                                                                                                                                                                                                                                 |                                            |
| <b>Key Responsibilities/ Duties / Tasks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            |
| <ol style="list-style-type: none"> <li>1. Carrying out routine operational, financial, and technical audits as per work plan</li> <li>2. Drafting audit reports on assignment for review with supervisor;</li> <li>3. Verifying payment documents as per approved procedures;</li> <li>4. Checking maintenance of accurate accounting records;</li> <li>5. Undertaking follow-up audits to determine whether agreed recommendations on the past reviews are being undertaken; and</li> <li>6. Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations.</li> </ol> |                                            |

### **Job Competencies (Knowledge, Experience and Attributes / Skills)**

#### **Academic qualifications**

Bachelor's degree in any of the following disciplines: - Finance, Accounting Commerce, Business Administration, Laws, Forensics, Economics, Information Technology, or equivalent qualification from a recognized institution;

#### **Functional Skills, Behavioural Competencies/Attributes:**

1. Interpersonal skills;
2. Communication skills;
3. Analytical Skills;
4. Ethical and integrity;
5. Report writing Skills; and
6. Proficiency in computer applications.

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, current position/grade, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport. All applications should **quote the title and reference number** of the position on the cover letter and envelope and be submitted not later than **Wednesday, March 4, 2026, 5.00 pm EAT** to the address below or electronically to [recruitment@nsdcc.go.ke](mailto:recruitment@nsdcc.go.ke)

**The Chairperson  
National Syndemic Diseases Control Council  
Maktaba Kuu Building 2<sup>nd</sup> Floor  
P.O. Box 61307 – 00200  
Nairobi.  
KENYA**

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification.

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

NSDCC is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.