

**Deputy Director Internal Audit
REF: NSDCC/03**

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| Job Title | Deputy Director Internal Audit |
| Grade | NSDCC 3 |
| Contract Term | 5 Years renewable, subject to satisfactory performance |
| Corporation/Organization | National Syndemic Diseases Control Council |
| Directorate | Internal Audit |
| Department | Internal Audit |
| Location / Workstation | Headquarters, Nairobi |
| Reporting Relationships | |
| Reports to | Audit Compliance and Risk Assurance Committee of Board Chief Executive Officer (Administratively) |
| Direct Reports | Senior Principal Internal Auditor |
| Indirect Reports | Principal Internal Auditor |
| Job Purpose | |
| To oversee internal audit functions in accordance with the International Auditing standards while providing independent and objective assurance of effectiveness of internal controls, governance processes and risk-based management systems in the Board. | |
| Key Responsibilities/ Duties / Tasks | |
| <ol style="list-style-type: none"> 1. Formulating and coordinate the implementation of internal audit policies, strategies and plans; 2. Compiling internal audit reports; 3. Conducting special audits and investigations as required; 4. Setting up and implement systems in accordance with auditing standards; 5. Testing the efficacy of the risk assessment systems; 6. Supporting various departments in risk profiling; | |

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| <ol style="list-style-type: none"> 7. Reviewing correctness and accuracy of accounting reports; 8. Providing independent assurance on risk management process on both design and operation; and 9. Assuring on risk control effectiveness, efficiency and adequacy, and risk management processes. |
| <p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p> |
| <p>Academic qualifications</p> |
| <ol style="list-style-type: none"> 1. 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; 2. Master's degree in any of the following disciplines:- Commerce, Business Administration, Laws, Economics; Information Technology or equivalent qualification from a recognized institution. |
| <p>Professional Qualifications / Membership to professional bodies</p> |
| <ol style="list-style-type: none"> 1. Certified Public Accountant, Certified Information, Analyst or Certified Chartered Accountants (ACCA), Certified Information Systems Auditor or equivalent qualification from a recognized; 2. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors in good standing; and 3. Leadership course lasting not less than four (4) weeks from recognized Institution. |
| <p>Previous relevant work experience required.</p> |
| <p>At least ten (10) years relevant work experience, three (3) years of which must have been in a Supervisory level.</p> |
| <p>Functional Skills, Behavioural Competencies/Attributes:</p> |
| <ol style="list-style-type: none"> 1. Strong communication and reporting skills; 2. Strong analytical and numerical skills; 3. Strong organization and interpersonal skills; 4. Mentoring, coaching, and leadership skills; 5. Professionalism; 6. Ethical and integrity; 7. Interpersonal and negotiation skills; and 8. Ability to work under pressure, prioritize and multi-task. |

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 [**board@nsdcc.go.ke**](mailto:board@nsdcc.go.ke)

**The Chairperson
National Syndemic Diseases Control Council
Maktaba Kuu Building 2nd 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.