



## FILLING OF VACANCT POSITIONS

The **National Council for Persons with Disabilities (NCPWD)** is a State Corporation established in 2004 pursuant to the *Persons with Disabilities Act, 2003* (now repealed and replaced by the *Persons with Disabilities Act No. 4 of 2025*). NCPWD is mandated to develop and implement inclusive policies that advance the mainstreaming of Persons with Disabilities, safeguard their rights, and promote equal opportunities for full participation in the society. To achieve this mandate, the board seeks to fill the following vacant position.

### 1. Assistant Director, Internal Audit (Job Grade 3)

#### Job Purpose

The Assistant Director, Internal Audit will provide independent and objective assurance and consulting services aimed at adding value and improving the operations of the Council. The role supports the achievement of the Council's strategic objectives through a systematic and disciplined approach to evaluating and improving risk management, control, and governance processes.

#### Duties and Responsibilities

The officer will be responsible for:

- i. Developing and coordinating the implementation of audit strategies, policies, and procedures to ensure achievement of the Council's objectives;
- ii. Preparing and coordinating the implementation of a risk-based annual audit plan in consultation with Management and the Audit and Risk Management Committee of the Board;
- iii. Coordinating preparation and timely issuance of audit reports upon completion of assignments;
- iv. Monitoring implementation and effectiveness of management actions arising from internal and external audit recommendations;
- v. Coordinating special audits and investigations as required;
- vi. Preparing and presenting quarterly audit reports to the Audit and Risk

- Management Committee of the Board;
- vii. Providing secretariat services to the Audit and Risk Management Committee of the Board;
  - viii. Evaluating staff performance within the department to ensure efficiency and effectiveness; and
  - ix. Developing budgets and work plans, and managing departmental expenditure in line with approved resources

### **Requirements for Appointment**

For appointment to this grade, the candidate must have:

- i. At least **fifteen (15) years** relevant experience, with a minimum of **three (3) years** at middle management level;
- ii. A **Master's degree** in Business Administration (Accounting/Finance option) or a relevant field from a recognized institution;
- iii. A **Bachelor's degree** in Accounting, Finance, Business Administration, or a related field from a recognized university;
- iv. CPA (K) or ACCA finalist qualification;
- v. CIA and/or CISA certification;
- vi. Membership of ICPAK in good standing;
- vii. Membership of IIA and/or ISACA in good standing;
- viii. A leadership course lasting not less than six (6) weeks from a recognized institution;
- ix. Demonstrated results in work performance; and
- x. Compliance with **Chapter Six of the Constitution**.

### **Key Competencies and Skills**

The ideal candidate should demonstrate:

- i. Proficiency in Information Technology;
- ii. Strong communication and report-writing skills;
- iii. Strong analytical and numerical skills;
- iv. Organizational and interpersonal skills;
- v. Mentoring, coaching, and leadership ability;
- vi. High standards of professionalism;
- vii. Ethical conduct and integrity;
- viii. Interpersonal and negotiation skills;
- ix. Ability to work under pressure, prioritize, and multitask; and
- x. Strong managerial skills with the ability to lead teams.

### **Application Procedure**

Interested and qualified candidates are advised to visit NCPWD website for detailed job descriptions for the roles at, [www.ncpwd.go.ke/careers](http://www.ncpwd.go.ke/careers). Applications should be sub-mitted through the link on the page on or **before 2<sup>nd</sup> March, 2026**.

Applications should be addressed to;

**Executive Director**

National Council for Persons with Disabilities,  
Orthopedic Centre Compound, opposite ABC place,  
P.O Box 66577 – 00800  
**NAIROBI, KENYA**

NCPWD is an **equal opportunity employer** committed by diversity and gender equality. Canvassing will lead to automatic disqualifications. Only shortlisted candidates will be contacted.