



JOB VACANCY ADVERTISEMENT

The Kenya Institute of Supplies Examination Board (KISEB) is established under Section 12 of the Supplies Practitioners Management Act, Cap. 537. KISEB is mandated to prescribe and regulate syllabuses for supply chain management professional certification; prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals; issue professional qualifying certificates and other awards; and promote recognition of its examinations in foreign countries.

The Board is committed to attracting and retaining competent employees required for efficient and effective service delivery. Accordingly, KISEB seeks to recruit a competent and qualified individual to fill the vacant position of **Deputy Director, Internal Audit**.

Vacancy No.	KISEB 02/2025/2026
Job Title	Deputy Director, Internal Audit
Grade	KISEB 3
Terms of Service	5-Year Renewable Contract
Department	Internal Audit
Division	N/A
Location /Work Station	KISEB Headquarters, Nairobi
Reporting Relationships	
Reports to	Board
Administrative Report	CEO

Job purpose

Independently and objectively review the organizations' operations by assessing processes, risk management framework, internal controls and governance structures and making recommendations for improvement.

Key responsibilities and duties/Job specifications:

- i. Providing secretariat services to the Audit committee;
- ii. Formulating and coordinating the implementation of internal audit policies, strategies and plans;
- iii. Reviewing and issuing internal audit reports;
- iv. Conducting special audits and investigations;
- v. Setting up and implementing audit systems in accordance with auditing standards;
- vi. Testing the efficacy of the risk assessment systems;
- vii. Monitoring and reporting on KISEB overall risk profile;
- viii. Supporting various departments in risk profiling;
- ix. Reviewing correctness and accuracy of accounting reports;

- x. Providing independent assurance on KISEB's risk management process on both design and operation; and
- xi. Assuring risk control effectiveness, efficiency and adequacy and risk management processes.

Person Specifications:

- i. Have a minimum of ten (10) years relevant work experience, five (5) of which should have been at a supervisory level;
- ii. Hold a Bachelor's degree in any of the following disciplines: Commerce, Finance, Business Administration, Business Management (Finance and Accounting option) or equivalent from a recognized institution;
- iii. Hold a Master's degree in any of the following disciplines: Commerce, Finance, Business Administration, Business Management (Finance and Accounting option) or equivalent from a recognized institution;
- iv. Has undertaken a Management course lasting not less than four (4) weeks from a recognized institution;
- v. Possess a Certified Public Accountant of Kenya (CPA-K) or its equivalent qualification;
- vi. Be a Member of the Institute of Certified Accountants of Kenya (ICPAK), Institute of Internal Auditor (IIA), Information Systems Audit and Control Association (ISACA) or equivalent in good standing;
- vii. Be proficient in computer application;
- viii. Have demonstrated merit and ability as reflected in work performance and results; and
- ix. Fulfill the requirements of Chapter six of the Constitution.

Key Competencies and skills:

- i. Good communication skills
- ii. Good reporting skills
- iii. Attention to detail and quality orientation skills
- iv. Good analytical skills
- v. Good interpersonal and interviewing skills

How to Apply

Soft copy applications: Interested persons should send their filled KISEB Job Application Template (Google Form) on or before **Tuesday, 3rd February 2026**. KISEB Job Application Template can be accessed by clicking the following link: <https://forms.gle/p3eK7DvruH5xt9qJ6>

Please note that:

KISEB is an equal-opportunity employer. Candidates from marginalized regions are encouraged to apply. **Canvassing will lead to automatic disqualification.** Only shortlisted and successful candidates will be contacted. Shortlisted candidates shall be required to produce originals and certified copies of their National Identity Card, Academic and Professional Certificates, and transcripts during interviews.

**The Secretary/Chief Executive Officer
Kenya Institute of Supplies Examination Board
P.O Box 22873-00505 NAIROBI
E-mail: careers@kiseb.or.ke**