



## EXTERNAL ADVERTISEMENT

The Office of the Auditor-General (OAG) is an Independent Office established by Article 229 of the Constitution of Kenya. The Office is charged with the primary oversight role of ensuring accountability in the use of public resources within the three arms of government (the Legislature, the Judiciary and the Executive), County Governments as well as the Constitutional Commissions and Independent Offices

Pursuant to Article 252 (1) (c) of the Constitution, the Office seeks to recruit qualified and competent staff to fill the following positions:

S/No	Position	Grade	Posts	Ref. No.
1.	Deputy Auditor General	OAG 2	2	01/09/2025
2.	Principal Legal Officer	OAG 5	1	02/09/2025
3.	Principal Communications Officer	OAG 5	1	03/09/2025
4.	Principal Internal Auditor	OAG 5	2	04/09/2025
5.	Senior Internal Auditor	OAG 6	4	05/09/2025
6.	Audit Associate II	OAG 8	150	06/09/2025
7.	Finance Officer II	OAG 8	6	07/09/2025
8.	ICT Officer II (Security)	OAG 8	3	08/09/2025
9.	Communication Officer II	OAG 8	1	09/09/2025
10	Motor Vehicle Driver	OAG 11	15	10/09/2025
11	Office Assistant II	OAG 11	10	11/09/2025

## Application Procedure

1. Candidates applying for these positions should visit our website at [www.oagkenya.go.ke](http://www.oagkenya.go.ke) for more detailed job descriptions and the procedure for application.
2. All applications must be emailed to the email address provided. No physical/paper applications will be accepted.
3. Applicants must attach the following documents:
  - a) Fully filled Application Form clearly indicating the post applied for, full name of the applicant, National ID Card No, Telephone Number and alternate telephone contact/number and email address and all other required information.
  - b) Academic and professional certificates
  - c) Curriculum Vitae (CV)
  - d) Relevant testimonials
  - e) Successful candidates will be required to submit Clearance certificates from the following bodies:
    - i. Directorate of Criminal Investigations
    - ii. Credit Reference Bureau
    - iii. Kenya Revenue Authority
    - iv. Ethics and Anti-Corruption Commission
    - v. Higher Education Loans Board

Applications should reach the Office of the Auditor-General on or before **17 October, 2025, 5:00 p.m.**

It is a criminal offence to provide false information and/or fake documents in the job applications.

***The Office of the Auditor-General is an equal opportunity employer and seeks to have diversity in the workforce in line with the Constitution and qualified women and Persons with Disabilities are encouraged to apply.***

**ONLY SHORTLISTED AND SUCCESSFUL CANDIDATES WILL BE CONTACTED.**  
***Canvassing of any form/manner will lead to automatic disqualification.***

**Advertisement No. 01/09/2025**  
**DEPUTY AUDITOR GENERAL: GRADE OAG 2 (2 Posts)**  
[deputyauditorgeneral@oagkenya.go.ke](mailto:deputyauditorgeneral@oagkenya.go.ke)

**Purpose of the job**

Reporting to the Auditor-General, the Deputy Auditor General will be responsible for providing leadership in the development and implementation of the strategy for provision of Audit Services in a Department within the Office of the Auditor-General.

**Duties and Responsibilities**

- 1) Provide leadership in the development and implementation of the overall OAG strategy that is derived from the Constitution of Kenya and the Public Audit Act, 2015 in the delivery of audit and audit reports;
- 2) Provide leadership and guidance on auditing and preparation of audit reports on National and County Governments, Commissions, Independent Offices, Judiciary, statutory bodies, state corporations and any other public entities that are funded from public funds;
- 3) Provide leadership in the development and implementation of departmental budgets, policies and procedures to support the achievement of the corporate strategy;
- 4) Review audit reports for approval by the Auditor-General to ensure compliance with relevant auditing and reporting standards;
- 5) Represent the Auditor-General in forums such as the National Assembly, Senate, County Assemblies and with other stakeholders;
- 6) Engage with the Institute of Certified Public Accountants of Kenya (ICPAK) to set guidelines for audit processes for public sector institutions;
- 7) Provide relevant audit information to key stakeholders on how public funds have been utilized in the audited institutions;
- 8) Provide leadership in development of timely and quality work plans for staff at all levels to ensure effective implementation of the corporate strategy;
- 9) Mentor and coach staff within the Department to enhance work performance as set out in the performance management systems;
- 10) Communicate with both internal and external stakeholders on audit process to enhance objectivity and transparency of the audit process;
- 11) Provide feedback to management on audit reports in order to enhance decision making in the audit processes;
- 12) Guide the training and development of staff in the Department in line with both individual and institutional performance objectives;
- 13) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the Departmental objectives.
- 14) Any other duties assigned from time to time by the Auditor-General.

### **Requirements for Appointment:**

- 1) A Bachelor's degree from a recognized university preferably in the fields of Auditing, Accounting, Public Finance, Economics, Mathematics, Statistics, Computer Science, or in any other disciplines relevant to the audit function;
- 2) Certified Public Accountants of Kenya (CPA-K) or its recognized and equivalent qualification from a recognized institution;
- 3) Master's degree from a recognized institution preferably in the fields relevant to the Audit function such as Auditing, Accounting, Finance, Economics, Strategy, Mathematics, Statistics, Computer Science, or any other relevant disciplines will be an added advantage;
- 4) A practicing member of good standing of a professional body of Accountants recognized by law;
- 5) Strategic Leadership Development Programme (SLDP) or Executive Strategic Leadership training or other equivalent leadership trainings from recognized institutions will be an added advantage;
- 6) Knowledge and practical application of Audit Management Systems;
- 7) Meets the requirements of Chapter Six of the Constitution of Kenya;
- 8) At least 15 years of practical experience in auditing or public finance from a reputable organization, five (5) of which must have been at the level of either a Director of Audit or an equivalent and comparable position. Those with experience in public sector audit will have added advantage.

### **Core Competences**

- 1) **Auditing Principles** - Demonstrate knowledge of the nature, context and objectives of audit, audit powers and independence, distinctions and relationships between internal and external auditing, and various operational aspects of audit, including the application of international auditing standards. Demonstrate knowledge of the principal external auditing standards applicable to both the private (ISAs) and public (ISSAIs) sectors and demonstrate an understanding of how these standards impact on the auditing process.
- 2) **Quality control standards (ISQC/INTOSAI)** - Knowledge of control procedures in accordance with International Standards for Quality Control in auditing.
- 3) **Professional Ethics in Public Sector** - Demonstrate an in-depth understanding of the role of professional ethics and values in organizational governance in the public sector and the integration of ethical principles into all aspects of public sector financial and operational management.
- 4) **Auditing Reporting Standards** - Demonstrate knowledge and understanding of audit reporting structures in an entity both internal (e.g. Audit Committees) and external (e.g. regulatory/legislative oversight), and the contribution audit can make to effective corporate governance.
- 5) **Policies and Procedures in the Public Sector** - Understand the procedures, instruments and institutional arrangements in place at National and County

Government levels and State & county Corporations for creating, developing and implementing policies (the policy cycle) within the public sector.

- 6) **Build Stakeholders Partnership** - Develop collaborative networks and relationships. Understand client and stakeholder behaviour and attitudes. Collaborate with stakeholders who share a similar sense of purpose and similar values to make a difference in the OAG environment. Collaborate with stakeholders to create win-win situations.
- 7) **Strategic Communication** - Communicate openly and transparently to create a culture of caring and belonging that engenders staff and stakeholder engagement. Strive to reduce ambiguity and to simplify conversations, presentations and written communication. Simplify the complex and provide clarifications for others so they can achieve desired results.
- 8) **Conflict Management** - Deal with disputes in a rational, balanced and effective way through effective communication, problem resolving abilities and good negotiating, conciliation and mediation skills to restore the focus of the teams within the Office.

**Advertisement No. 02/09/2025**

**PRINCIPAL LEGAL OFFICER: GRADE OAG 5 (1 Post)**  
[principallegalofficer@oagkenya.go.ke](mailto:principallegalofficer@oagkenya.go.ke)

### **Purpose of the job:**

This position is responsible for the implementation of the legal services strategy and plans, handling litigations and provision of legal advice to the office.

### **Duties and Responsibilities:**

- 1) Representing the Office in court/ tribunals and give evidence on behalf of the office where necessary;
- 2) Preparing legal documentation and legal briefs, representing the Office in court/tribunals and in preparation to represent the Office in court
- 3) Implementing risk management of the Office by ensuring compliance with all relevant statutory and regulatory requirements;
- 4) Implementing pre-trial, in-trial and post-trial prosecution and litigation strategies and techniques to ensure efficient, effective and just results;
- 5) Participating in the legal compliance and Governance audits and ensuring that recommendations therefrom are implemented as required;

- 6) Assist in the development and implementation of the Legal Directorate's strategy and plans by providing information and input in the structuring of the strategy;
- 7) Reviewing contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Office's policies
- 8) Participating in the preparation of the legal services budget and implement;
- 9) Advising the Office on legal matters, policies and procedures to enhance compliance hence reducing reputational, legal and financial risks;
- 10) Participating in the drafting and reviewing contracts and agreements between the Office and other parties;
- 11) Carry out searches at the registries i.e., lands, company registry and court files as appropriate in support of legal decisions;

#### **Requirements for Appointment:**

- 1) Bachelor of Law (LL. B) degree from a recognized university;
- 2) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- 3) Be an advocate for the High Court of Kenya;
- 4) Be a member of good standing of the Law Society of Kenya;
- 5) Be in possession of a current practicing license;
- 6) Proficiency in computer applications.
- 7) At least 9 years' relevant experience.

#### **Core Competences**

- 1) **Constitutional Litigation** - Knowledge of the practice and the procedures involved in litigating constitutional issues in the Office. Ability to critically analyze remedies in constitutional litigation and to develop and refine critical thinking in respect of certain aspects of constitutional law.
- 2) **Mediation** - Knowledge of alternative dispute resolution processes in which the parties to a lawsuit meet with a neutral third-party to settle cases in the Office.
- 3) **Conciliation** - Knowledge of out-of-court dispute resolution instruments to reach an amicable dispute settlement between the Office and different internal and external parties.
- 4) **Administrative, Public and Constitutional Law** - Knowledge of the labour laws, Public Audit Act, 2015 that governs relationships between individuals and the

government, and those relationships between individuals and staff members of the Office which are of direct concern to society.

- 5) **Law of Contract** - Have the knowledge to develop Contract Laws with the intention of creating a legal obligation ensuring agreements are upheld and enforced.
- 6) **Labour law** - Knowledge of the body of law that governs the relationship between the Office and the staff, including Labour laws relating to employment contracts, statutory regulations such as collective bargaining, protection from discrimination, wages, hours of work as well as health and safety.
- 7) **Public Officer Ethics Act** - Knowledge of the Public Officers Ethic Act to strengthen the Office's position of ensuring that the Office and its staff are accountable, fair and responsive in the way they treat all stakeholders and deliver services.
- 8) **Finance /Accounting/Procurement Legislation** -Knowledge of the finance, accounting and procurement legislation and procedures for efficient and effective management of all revenue, expenditure, assets and liabilities.
- 9) **Legal Frameworks** - Knowledge of the rules, rights and obligations of Office, governments, and citizens as set forth in a system of legal documents. Knowledge of the country's constitutional, policy, laws and regulations.
- 10) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.
- 11) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office

**Advertisement No. 03/09/2025**

**PRINCIPAL COMMUNICATION OFFICER: GRADE OAG 5 (1 Posts)**

[principalcommunicationofficer@oagkenya.go.ke](mailto:principalcommunicationofficer@oagkenya.go.ke)

**Purpose**

This position is responsible for implementation of various internal communication interventions between OAG leadership and management for enhanced performance and service delivery to citizens.

**Duties and Responsibilities**

- 1) Taking part in the development and implementation of internal and external communication strategies aligned with the Office's mandate, vision, and strategic objectives.
- 2) Develop social media content
- 3) Managing internal and external communication to ensure effective and efficient communication with diverse stakeholders
- 4) Responding to stakeholder concerns in collaboration with relevant offices
- 5) Provide technical advice guidance in corporate events such as media briefings, seminars and conferences, End Year parties, trade fairs and exhibitions by planning and implementing activities to ensure positive image and reputation of the Office;
- 6) Coordinating communication in support of organizational change management programmes and internal branding;
- 7) Maintain data and documentation arising from media monitoring and follow up on Office media coverage and mentions
- 8) Taking part in the development and dissemination of Information, Education and communication materials to support sensitization of stakeholders on the OAG mandate
- 9) Collecting information on programmes and significant events that impact customers, and forward the same to the Head of Communications for dissemination;
- 10) Taking part in development of communications and media strategy;
- 11) Editing stories on various topical issues before they are released to the public and liaise with media practitioners and the public on issues of mutual concern.



- 12) Providing support to auditors during the finalization of audit reports to ensure clarity and consistency in our communication;
- 13) Coordinating the simplification and dissemination of audit reports for ease of access and understandability by all stakeholders;
- 14) Coordinating the translation of audit reports into Kiswahili and Braille to enhance accessibility of the same to all stakeholders;
- 15) Overseeing the effective and efficient management of the Office Website and uploading of audit reports to the Website;
- 16) Overseeing OAG events management to ensure brand consistency;
- 17) Participate in the development of workplans and budgets for the Directorate;

#### **Requirements for appointment:**

- 1) A Bachelor's degree in Communications, Journalism, Public Relations, Mass Media or any other relevant discipline from a recognized institution;
- 2) A post graduate qualification in PR, Communications, Journalism, Mass media or its equivalent qualification from a recognized institution;
- 3) Registered member of the Public Relations Society of Kenya of good standing;
- 4) Minimum 9 years' experience three (3) of which should be in a position of Communication Officer or equivalent position.

#### **Core Competences**

- 1) **Channel Management** - Knowledge of different distribution channels and how to effectively utilize them to reach relevant internal and external stakeholders of the office.
- 2) **Branding** – Knowledge of processes and procedures to establish an image or brand by shaping how and what different stakeholders' perceptions of the office will be. Knowledge of corporate identity principles, logo creation and ways to showcase the brand across all media.
- 3) **Content Development** – Knowledge of the process of researching, writing, gathering, organizing and editing information for publication.
- 4) **Creative Writing** – Knowledge of writing in a way that is not academic or technical but still interesting and appealing to various internal and external stakeholders of the office.

- 5) **Editing-** Strong editing skills to support finalization of audit reports and other official documents and publications for wider reach.
- 6) **Photo and video editing** - Knowledge of photo and video editing to enhance official documents, digital media platforms
- 7) **Digital media-** Exemplary knowledge in digital media management and use to communicate with diverse stakeholders
- 8) **Internal Communication** – Knowledge of the transmission of information between staff members taking into consideration communication with different levels and organizational units of the office.
- 9) **External Communication** – Knowledge of transmission of information between the office and another person or entity in the offices' external environment (auditees, suppliers, legislature, citizens, civil society, the media and public sector at large.)
- 10) **Event Management** – Knowledge of the process to envision, plan and execute events for the office and relevant stakeholders. Knowledge of project management principles including budgets, schedules, and vendors to create the best possible professional events.
- 11) **IT Communications Systems** - Knowledge of methodology and software(web-based) that the office uses to share information, communicate and interact with relevant internal or external stakeholders.
- 12) **Photo and video editing** - Knowledge and application of adobe editing tools such as InDesign, photoshop and illustrator to create images and graphics .
- 13) **Build Stakeholders Partnership** – Develop collaborative networks and relationships. Understand client and stakeholder behaviour and attitudes. Collaborate with stakeholders who share similar sense of purpose and similar values to make a difference in the OAG environment. Collaborate with stakeholders to create win-win situations.
- 14) **Ethical** – Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 15) **Effective Communication** – Speak, listen, and write in a clear and concise manner using appropriate and effective communication tools and techniques. Demonstration of good public speaking and listening skills.

**Advertisement No. 04/09/2025**

**PRINCIPAL INTERNAL AUDITOR: GRADE OAG 5 (2 Posts)**

[principalauditor@oagkenya.go.ke](mailto:principalauditor@oagkenya.go.ke)

**Purpose of the job**

This position performs high risk professional internal audit work. Work involves leading or conducting performance, operational, financial, and compliance audit projects; providing consulting services to the OAG's management and staff; and providing key input to development of the risk-based annual internal audit plan.

**Duties and Responsibilities**

- 1) Participate in the development and implementation of the internal audit and risk management strategies, budgets, policies and procedures in compliance with International Professional Practices Framework to achieve OAG's strategic objectives
- 2) Preparation of risk-based annual audit plans aligned to OAG's objectives for continuous audit of the Office's risk management, internal controls and governance
- 3) Perform audit procedures, reviewing and analyzing evidence, identifying, developing and documenting audit issues and recommendations for improvement using independent judgement concerning areas being reviewed;
- 4) Conduct interviews, reviews document, develops and administers surveys, composes summary memos, and prepare working papers;
- 5) Supervise planning and execution of audits and advisory activities in accordance with International Professional Practices Framework;
- 6) Communicate the results of audit and consulting projects via written reports and oral presentations on a timely basis to the Audit Committee and the Auditor-General;
- 7) Track and report on the implementation of all remedial action in respect of internal and external audit findings;
- 8) Develop and maintain productive work relationships through individual contacts and group meetings;
- 9) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the directorate objectives;

- 10) Ensure adherence to the code of conduct by the audit teams to maintain quality reporting standards and integrity during the audit process;
- 11) Coach and mentor staff members within the directorate to enhance work performance as set out in the appraisal schemes;
- 12) Participate in entry and exit meetings with various departments.

#### **Requirements for Appointment:**

- 1) A Bachelor's degree from a recognized university preferably in the field's degree in Commerce (Accounting or Finance Option) Economics, or in any other relevant disciplines from a recognized institution;
- 2) Certified Public Accountants of Kenya (CPA-K) or its recognized equivalent qualification;

#### **OR**

A Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, Social Sciences or their equivalent qualification from a recognized institution will be an added advantage;

- 3) Certified Information Systems Auditor or CIA Qualification will be an added advantage;
- 4) A Senior Management Course or its equivalent from a recognized institution will be an added advantage;
- 5) Registered member of the Institute of Internal Auditors in good standing or its recognized equivalent professional body;
- 6) At least 9 years of practical experience in Auditing from a reputable organization three (3) of which must have been at the level of a Senior Internal Auditor or its equivalent and comparable position;

#### **Core Competences**

- 1) **Auditing Principles** - Demonstrate knowledge of the nature, context and objectives of audit, audit powers and independence, distinctions and relationships between internal and external auditing, and various operational aspects of audit, including the application of international auditing standards. Demonstrate knowledge of the principal external auditing standards applicable to both the private (ISAs), public (ISSAIs) sectors, International Professional Practices

Standards (IPPF), and demonstrate an understanding of how these standards impact the auditing process.

- 2) **Ethics and Professionalism** – Demonstrate an understanding of the principles, standards, and expectations governing the behavior of individuals and organizations in the conduct of internal auditing and subscribe to them.
- 3) **International Professional Practice Framework (IPPF)** – Demonstrate an understanding of the IPPF and its conformance and implementation in the course of the Audits.
- 4) **Quality Assurance and Improvement Program (QAIP)**– Knowledge and understanding of the IPPF, which requires the development and maintenance of a quality assurance and improvement program that covers all aspects of internal Audit
- 5) **Risk Management Principles** - Demonstrate knowledge and understanding of the nature, causes and incidence of audit risk. Demonstrate an understanding of the methods and procedures designed to mitigate risks regarding the audit process.
- 6) **Financial Auditing** - Demonstrate knowledge of financial audit procedures, evaluation of financial reports and financial reporting processes to ensure that stakeholders have reasonable assurance that financial statements are accurate and complete.
- 7) **Compliance Auditing** - Knowledge of whether activities, financial transactions and information are, in all material respects, in compliance with the authorities which govern OAG. These authorities may include rules, laws and regulations, budgetary resolutions, policy, established codes, agreed terms or the general principles governing sound public-sector financial management and the conduct of public officials.
- 8) **Performance Auditing** - Knowledge of whether interventions, programmes and institutions are performing in accordance with the principles of economy, efficiency and effectiveness and whether there is room for improvement. Knowledge of performance criteria, and the causes of deviations to answer key audit questions and to provide recommendations for improvement.
- 9) **Audit Reporting** - Ability to incorporate audit findings and recommendations in a report. Ability to prepare and present audit reports for OAG at various reporting levels. Ability to effectively evaluate issues identified, and generate appropriate findings, conclusions and recommendations in a report.

- 10) **Audit Review** - Ability to review the nature, timing and extent of the audit procedures performed, to comply with professional standards and applicable legal and regulatory requirements. The ability to review documented evidence, in electronic and external hard copy formats as well as the review and approval of conclusions and, the support for those conclusions.
- 11) **Audit communication** - Ability to understand communication dynamics in the audit environment by building constructive working relationships, obtaining information relevant to the audit and providing those charged with governance with timely observations and findings throughout the engagement.
- 12) **Conflict Management** - Deal with disputes in a rational, balanced and effective way through effective communication, problem resolving abilities and good negotiating skills to restore the focus of the teams within the Office.

**Advertisement No. 05/09/2025**

**SENIOR INTERNAL AUDITOR: GRADE OAG 6 (4 Posts)**

[seniorauditor@oagkenya.go.ke](mailto:seniorauditor@oagkenya.go.ke)

**Purpose of the job:**

Performs professional internal audit work including conducting performance, operational, financial and compliance audit projects under the supervision of senior internal audit staff; providing consulting services to the organization's management and staff; and providing input to development of the annual internal audit plan.

**Duties and Responsibilities:**

- 1) Participate in development and implementation of internal audit and risk management strategies, budget, policies and procedures in compliance with International Professional Practices Framework to achieve OAG's Strategic Objective
- 2) Assist in identifying and evaluating the organization's audit risk areas and provide input to the development of the risk-based annual internal audit plan;
- 3) Preparation of risk-based annual audit plans aligned to OAG's objective for continuous audit of the Office's risk management, internal controls and governance processes;
- 4) Perform audit procedures, review and analyze evidence, identify, develop and document audit issues and recommendations documenting for improvement using independent judgement concerning areas being reviewed;

- 5) Conduct interviews, reviews document, develop and administer surveys, compose summary memos, and prepare working papers;
- 6) In liaison with the risk owners, identify and evaluate key risks, their causes, and the development and monitoring implementation of action plans to address any gaps in risk mitigation;
- 7) Communicate the results of audit and consulting projects via written reports and oral presentations on a timely basis to the Audit Committee and the Auditor General;
- 8) Participate in entry and exit with various departments.

### **Requirements for Appointment:**

- 1) A Bachelor's degree from a recognized university preferably in the field's degree in Commerce, Business Administration, Accounting, Finance, Economics, Social Sciences or in any other relevant disciplines from a recognized institution;
- 2) Part II of Certified Public Accountants of Kenya (CPA-K) or its recognized equivalent qualification;
- 3) Certified Information Systems Auditor or CIA Qualification will be an added advantage;
- 4) A Senior Management Course or its equivalent from a recognized institution will be an added advantage;
- 5) At least 6 years of practical experience in auditing from a reputable organization in an equivalent and comparable position.

### **Core Competences**

- 1) **Auditing Principles** - Demonstrate knowledge of the nature, context and objectives of audit, audit powers and independence, distinctions and relationships between internal and external auditing, and various operational aspects of audit, including the application of international auditing standards. Demonstrate knowledge of the principal external auditing standards applicable to both the private (ISAs), public (ISSAIs) sectors, International Professional Practices Standards (IPPF), and demonstrate an understanding of how these standards impact the auditing process.
- 2) **Ethics and Professionalism** – Demonstrate an understanding of the principles, standards, and expectations governing the behavior of individuals and organizations in the conduct of internal auditing and subscribe to them.

- 3) **International Professional Practice Framework (IPPF)** – Demonstrate an understanding of the IPPF and its conformance and implementation in the course of the Audits.
- 4) **Quality Assurance and Improvement Program (QAIP)**– Knowledge and understanding of the IPPF, which requires the development and maintenance of a quality assurance and improvement program that covers all aspects of internal Audit
- 5) **Risk Management Principles** -Demonstrate knowledge and understanding of the nature, causes and incidence of audit risk. Demonstrate an understanding of the methods and procedures designed to mitigate risks regarding the audit process.
- 6) **Financial Auditing** - Demonstrate knowledge of financial audit procedures, evaluation of financial reports and financial reporting processes to ensure that stakeholders have reasonable assurance that financial statements are accurate and complete.
- 7) **Compliance Auditing** -Knowledge of whether activities, financial transactions and information are, in all material respects, in compliance with the authorities which govern OAG. These authorities may include rules, laws and regulations, budgetary resolutions, policy, established codes, agreed terms or the general principles governing sound public-sector financial management and the conduct of public officials.
- 8) **Performance Auditing** - Knowledge of whether interventions, programmes and institutions are performing in accordance with the principles of economy, efficiency and effectiveness and whether there is room for improvement. Knowledge of performance criteria, and the causes of deviations to answer key audit questions and to provide recommendations for improvement.
- 9) **Audit Reporting** - Ability to incorporate audit findings and recommendations in a report. Ability to prepare and present audit reports for stakeholders at various reporting levels – operational, strategic and legislative. Ability to effectively evaluate issues identified, and generate appropriate findings, conclusions and recommendations in a report.
- 10) **Audit communication** - Ability to understand communication dynamics in the audit environment by building constructive working relationships, obtaining information relevant to the audit and providing management and those charged with governance with timely observations and findings throughout the engagement.



Ability to communicate audit-related matters to other stakeholders, such as legislative and oversight bodies.

- 11) **Conflict Management** - Deal with disputes in a rational, balanced and effective way through effective communication, problem resolving abilities and good negotiating skills to restore the focus of the teams within the Office.

**Advertisement No. 06/09/2025**

**AUDIT ASSOCIATE II: GRADE OAG 8 (150 Posts)**

[auditassociate2@oagkenya.go.ke](mailto:auditassociate2@oagkenya.go.ke)

**Purposes of the Job**

This is the entry and training grade for the Audit staff. The position is responsible for the execution of audit functions assigned and assists in the delivery of timely documentation of audit findings to management for review. The successful candidates will be posted to any of the OAG Regional offices located in Nairobi, Mombasa, Kilifi, Kisumu, Nakuru, Kericho, Eldoret, Kitale, Garissa, Machakos, Kakamega, Embu, Nyeri, Isiolo and Homabay or Corporate Services Department - in Finance, Supply Chain Management or ICT.

**Duties and Responsibilities**

- 1) Assist in conducting audit assignments and assurance in the auditee institutions i.e. Ministries, Departments, Agencies, State Corporations and Counties according to the prescribed scope within the audit process to ensure compliance with internal controls and authorities;
- 2) Assist in collecting data on information systems and processes of the auditee institution to be used in the validation of financial documents;
- 3) Obtain in-depth understanding of each function of entities being audited, and assist in assessing risks during the audit process;
- 4) Assist in developing and presenting audit reports;
- 5) Assist in the preparation of documents i.e., working papers, planning memorandums and audit reports as required by management in line with the quality standards of the audit process.

**Requirements for Appointment**

- 1) A Bachelor's Degree from a recognized University preferably in Social Sciences or other fields relevant to the audit function such as Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Computer Science, Law, Business

Administration, Engineering, or other relevant disciplines from a recognized institution;

- 2) Demonstrate IT proficiency including Software Engineering, Data analytics and programming;
- 3) CPA Part II or its equivalent will be an added advantage.

### **Core Competences**

- 1) **Integrity** - Uphold a high standard of fairness, objectivity and ethics in everyday work and actions to ensure trust. Commit to do the right thing for the right reason, regardless of the circumstances.
- 2) **Quality Focused** - Be thorough and focused on delivering quality and value with regards to audit services and products in the Office.
- 3) **Teamwork** - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within OAG.
- 4) **Information and Data Gathering** - Ability to determine which method, or combination of methods, should be used to gather information. Ability to conduct interviews, inspections, review documents, make observations, conduct analytical reviews and corroborate to collect information during audit.
- 5) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the others and adapt to the situation. Adjust the message to the recipient.
- 6) **Computer Literacy Skills** - Ability to understand computer concepts and use computers, computer programs, applications and technology efficiently within the Office.

**Advertisement No. 07/09/2025**  
**FINANCE OFFICER II: GRADE OAG 8 (6 Posts)**

[financeofficer2@oagkenya.go.ke](mailto:financeofficer2@oagkenya.go.ke)

### **Purpose of the Job**

This will be the entry and training grade for Finance staff. An officer at this level will be responsible for performing a variety of accounting work on a limited scope.

### **Duties and Responsibilities**

- 1) Verify and review vouchers in accordance with the set procedures;
- 2) Capture data and maintain primary records of accounts;
- 3) Assist in the preparation of Financial Statements;

- 4) Assist in IFMIS generation of reports such as Vote Book, General Ledge (GL) and appropriations;
- 5) Assist in validation of IFMIS payment vouchers;
- 6) Prepare financial reconciliations.
- 7) Process payment vouchers for approval by the relevant authority;
- 8) Examine and process payments received from the vendors as per the laid down policies and procedures;
- 9) Assist in undertaking bank Statements reconciliation;
- 10) Process vendor payments using Integrated Management Information Systems (IFMIS);
- 11) Assist in providing information on assets valuation and quarterly physical verification of cash in hand, fixed assets and inventories;
- 12) Foster high standards of ethical behaviour within the Office based on the provisions of the Public Audit Act, 2015, Public Officer Ethics Act, 2003, ISSAI 130 and the Code of Conduct and Ethics for the Office.

#### **Requirements for appointment:**

- 1) A Bachelor's degree in Commerce, Business Administration, Accounting, Finance, Economics or equivalent qualification from a recognized university;
- 2) CPA Part II qualification will be an added advantage;
- 3) Demonstrate competence in IT proficiency.

#### **Core Competences**

- 1) **Expenditure** - Knowledge of the management, disbursement and consumption of funds and guarding against unnecessary expenditure for the organization. Ensuring that the appropriate laws, regulations and guidelines are followed.
- 2) **Financial Reporting** - Knowledge of the process of producing statements that disclose the Office financial status to the DAG/AG, relevant stakeholders and the government.
- 3) **Public Sector Financial Procedures and Policies** - Knowledge of relevant constitutional, statutory and administrative requirements, ensuring financial efficiency and effectiveness, good practice and high standards for the Office.
- 4) **Financial Management Systems** - Knowledge of the methodology and software that the office uses to oversee and govern its income, expenses, and assets with the objectives of service delivery and ensuring sustainability.
- 5) **Handle Conflict** - Deal with disputes in a rational, balanced way through effective communication, problem resolving abilities and good negotiating skills, to restore the focus of the teams within the Office.

- 6) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 7) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.

**Advertisement No. 08/09/2025**  
**ICT OFFICER II(SEcurity); GRADE OAG 8 (3 Posts)**  
[ictofficer2@oagkenya.go.ke](mailto:ictofficer2@oagkenya.go.ke)

### **Purpose of the job**

This will be the entry and training grade for ICT staff. The position is responsible for identifying and addressing potential risks in security governance and compliance

### **Duties and Responsibilities**

- 1) Assist with implementing and monitoring security policies and protocols across different systems and in Regional Offices to ensure there are no threats;
- 2) Assist in identifying and addressing potential risks in security governance and compliance;
- 3) Support in the analysis of documented security incidents, escalating where appropriate;
- 4) Assist in the review of access controls and permissions, ensuring adherence to security policies;
- 5) Assist in ensuring adherence to cybersecurity policies;
- 6) Perform Information security compliance checks;
- 7) Participate in the Information security policy audits and documentation;
- 8) Perform Information security compliance checks;
- 9) Participate in audits of Information security and prepare reports for such;
- 10) Any other duty assigned from time to time.

### **Requirements for Appointment:**

- 1) Bachelor's degree in Computer Science, Management Information Systems, Information Technology, Electrical/Electronic Engineering, Telecommunications or any other IT related field from a recognized institution;
- 2) Must have Certified Ethical Hacker certification (CEH);
- 3) Must have Certified Information Security Manager Certification CISM
- 4) Cybersecurity Practitioner (CSX-P—CSX), CompTIA Security+ and CISSP Certification is desirable;
- 5) Certification in Networks (e.g. CCNA, CCNP) or Microsoft Certification (e.g. Microsoft Certified Professional) will be an added advantage.
- 6) Must have a strong grasp of network protocols, operating systems, and security technologies like Security Information and Event Management (SIEM) and intrusion prevention systems.

### **Core Competencies**

- 1) **Creative/ Innovative** - Develop new and unique ways to improve operations within the Office to deliver excellence, efficiency and outstanding service/products to clients (e.g. methods, processes, systems, policies etc.). Take initiative and start activities.
- 2) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 3) **Conflict Management** - Deal with disputes in a rational, balanced and effective way through effective communication, problem resolving abilities and good negotiating, conciliation and mediation skills to restore the focus of the teams within the Office.
- 4) **Computer Software Support** - Knowledge of updating and upgrading software, installing new operating system versions, modifying user rights and properties.
- 5) **Manage Hosting providers** - Knowledge to manage 3rd party IT hosting providers who provide dedicated servers and associated hardware to the office.
- 6) **Database Development** - Knowledge of database technologies, database administration, database setup, expanding database functionality and developing new databases.

- 7) **IT Architecture** - Knowledge of methodical IT specifications, models and guidelines, formal and informal IT solutions and infrastructure architecture processes.
- 8) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.
- 9) **Desktop Support** - Knowledge and ability to provide direct or remote desktop user assistance to staff members.
- 10) **Computer Hardware Maintenance** - Knowledge of maintaining and repairing computer hardware.

**Advertisement No. 09/09/2025**  
**COMMUNICATION OFFICER II, OAG 8 (1 Post)**  
[communicationofficer2@oagkenya.go.ke](mailto:communicationofficer2@oagkenya.go.ke)

### **Job Purpose**

This will be the entry and training grade for Communications Officers. The Communications Associate II will be deployed to perform general Communications functions and assist the implementation of various internal and external communication interventions in the Office.

### **Duties and Responsibilities**

- 1) Sharing of timely Media Analysis of all articles touching of the OAG mandate;
- 2) Arranging and organizing interactive media engagements with editors and journalists;
- 3) Creating proactive and timely press releases, briefs and articles;
- 4) Documenting and proofreading articles for both internal and external stakeholder publications;
- 5) Participate in undertaking research on emerging issues on communication;
- 6) Maintaining an updated database of contacts of all medial houses, editors, journalists and related stakeholders;
- 7) Collecting information on programmes and significant events that impact on customers, and forward the same to the Head of Communications for appropriate action;

- 8) Managing OAG social media platforms and analytics to understand audience engagements;
- 9) Safeguarding and promoting OAG brand in all internal and external communications;
- 10) Managing the archiving and retrieval of official photos and videos for use when required.

### **Requirements for Appointment:**

- 1) A Bachelor's degree in Communications, Journalism, Public Relations, Mass Media, linguistics, Literature or any other relevant discipline from a recognized Institution
- 2) Computer knowledge including digital communication tools like video conferencing platforms, content management systems, publishing/graphic design software such as Adobe Creative Suite and any other related software, video editing software and live streaming tools;
- 3) Membership to a professional body will be an added advantage.

### **Core competencies**

- 1) **Channel Management** - Knowledge of different distribution channels and how to effectively utilize them to reach relevant internal and external stakeholders of the office.
- 2) **Branding** – Knowledge of processes and procedures to establish an image or brand by shaping how and what different stakeholders' perceptions of the office will be. Knowledge of corporate identity principles, logo creation and ways to showcase the brand across all media.
- 3) **Content Development** – Knowledge of the process of researching, writing, gathering, organizing and editing information for publication.
- 4) **Creative Writing** – Knowledge of writing in a way that is not academic or technical but still interesting and appealing to various internal and external stakeholders of the office.
- 5) **Internal Communication** – Knowledge of the transmission of information between staff members taking into consideration communication with different levels and organizational units of the office.
- 6) **External Communication** – Knowledge of transmission of information between the office and another person or entity in the office's external environment (auditees, suppliers, legislature, citizens, civil society, the media and public sector at large).
- 7) **Event Management** – Knowledge of the process to envision, plan and execute events for the office and relevant stakeholders. Knowledge of project management principles including budgets, schedules, and vendors to create the best possible professional events.

- 8) **IT Communications Systems** - Knowledge of methodology and software(web-based) that the office uses to share information, communicate and interact with relevant internal or external stakeholders.
- 9) **Photo and video editing** - Knowledge and application of adobe editing tools such as InDesign, photoshop and illustrator to create and edit images and graphics for use in the digital media, audit reports and official documents and publications.
- 10) **Digital media**- Exemplary knowledge and skills in digital media management, campaigns, analytics in addition to the development, updating and management of the Office website
- 11) **Stakeholders Engagement** – Develop collaborative networks and relationships. Understand client and stakeholder behaviour and attitudes. Collaborate with stakeholders who share similar sense of purpose and similar values to make a difference in the OAG environment. Collaborate with stakeholders to create win-win situations.
- 12) **Ethical** – Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 13) **Effective Communication** – Speak, listen, and write in a clear and concise manner using appropriate and effective communication tools and techniques. Demonstration of good public speaking and listening skills

**Advertisement No. 10/09/2025**  
**MOTOR VEHICLE DRIVER: GRADE OAG 11 (15 Posts)**  
[driver@oagkenya.go.ke](mailto:driver@oagkenya.go.ke)

### **Purpose of the job:**

The Motor Vehicle Driver will be responsible for the transportation of authorized staff and goods in the Office of the Auditor-General

### **Duties and Responsibilities**

- 1) Drive motor vehicles as authorized;
- 2) Carry out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc;
- 3) Detect and report malfunctioning of vehicle systems;
- 4) Maintain work tickets for vehicles assigned;
- 5) Ensure security and safety of passengers, the vehicle on and off the road and / or goods therein;
- 6) Maintain cleanliness of the vehicle.



- 7) Any other duties assigned from time to time.

#### **Requirements for Appointment:**

- 1) Kenya Certificate of Secondary Education mean grade D (Plain) or its approved equivalent qualification;
- 2) A valid driving license free from any current endorsement (s);
- 3) Suitability Test for Drivers Grade III conducted by the Ministry of Roads and Public Works;
- 4) Attended a First Aid Certificate Course lasting not less than one week at St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- 5) Defensive Driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- 6) Refresher course for drivers lasting not less than one week within the last three years at KIHBT or any other recognized institution;
- 7) Minimum 3 years' relevant experience.

#### **Core Competences**

- 1) **Creative/ Innovative** - Develop new and unique ways to improve logistics and transport operations within the Office to deliver excellence, efficiency and outstanding service/products to clients (e.g., methods, processes, systems, policies etc.). Take initiative and start activities.
- 2) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 3) **Respect** - Treat people with dignity, irrespective of their profession, their views on diverse matters, position, gender, religion, ethnicity, abilities, etc. Show an understanding of different cultural norms within OAG working environment and respond appropriately.
- 4) **Teamwork** - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within OAG.
- 5) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.

**Advertisement No. 11/09/2025**  
**OFFICE ASSISTANT II: GRADE OAG 11 (10 Posts)**  
[officeassistant@oagkenya.go.ke](mailto:officeassistant@oagkenya.go.ke)

**Purpose of the job**

This will be the entry and training grade for this cadre. This position is responsible for provision of support services to the organization to enable the Office run efficiently.

**Duties and Responsibilities:**

- 1) Recording, filing and distributing all inward and outward correspondence to ensure timely delivery of documents
- 2) Accurately store, arrange, index and classify records to ensure smooth running of the office
- 3) Assist in the development of filing systems and maintenance of both electronic and paper-based files in the Office to ensure timely retrieval and data integrity.
- 4) Assist in setting up, maintenance, review and documentation of records systems aimed at increasing efficiency in the Office.
- 5) Assist staff with requests to locate and retrieve documents that had been archived
- 6) Carry out cleaning work to the required standard and as instructed
- 7) Ensure that tools and equipment are in good working condition and report any defects.
- 8) Deliver files and letters to the respective destinations
- 9) Organize and set up of the office
- 10) Enhance and support in the security of the office by opening and closing of the main doors
- 11) Prepare and provide refreshments for the office staff

**Requirements for Appointment:**

Kenya Certificate in Secondary Education mean Grade of D+ from KNEC or its equivalent and recognized qualification from a recognized institution.

**Core Competences**

- 1) **Creative/ Innovative** - Develop new and unique ways to improve operations within the Office to deliver excellent, efficient and outstanding service/products to clients

(e.g., methods, processes, systems, policies etc.). Take initiative and start activities.

- 2) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 3) **Teamwork** - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within OAG.
- 4) **Relationship Building** - Establish and maintain positive working relationships with others, both internally and externally ensuring the achievement of goals and objectives of the Office.
- 5) **Handle Conflict** -Deal with disputes in a rational, balanced way through effective communication, problem resolving abilities and good negotiating skills, to restore the focus of the teams within the Office.
- 6) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.
- 7) **IT Communication Systems** - Knowledge of methodology and software (web-based) that the Office uses to share information, communicate and interact with relevant internal or external stakeholders.