



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.	Director of Audit	OAG 3	8	01/09/2026
2.	Director, Legal Services	OAG 3	1	02/09/2026
3.	Director, Communications	OAG 3	1	03/09/2026

Application Procedure

1. Candidates applying for these positions should visit our website at 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 after the interviews**, will be required to submit Clearance certificates from the following organizations;
- 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 **16 October, 2026**

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. People with Disabilities, Women, and Marginalized Groups are highly encouraged to apply.

The public are cautioned to beware of fraudsters soliciting bribes while impersonating staff from the Office of the Auditor-General. The Office does not charge any fees for job applications, shortlisting, interviews or appointments.

ONLY SHORTLISTED AND SUCCESSFUL CANDIDATES WILL BE CONTACTED. CANVASSING OF ANY FORM/MANNER WILL LEAD TO AUTOMATIC DISQUALIFICATION.

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Advertisement No. 01/09/2026

DIRECTOR OF AUDIT – GRADE OAG 3 (8 Posts)

director.audit2026@oagkenya.go.ke

Purpose of the job

This position is responsible for the provision of technical leadership in the conduct of external audit within the National Government sectors, County Governments and International Institutions in accordance with the Constitution of Kenya, the Public Audit Act, INTOSAI Framework for Professional Pronouncements, OAG methodology and practices and Audit Charters of International Organizations to ensure that quality audit reports are delivered within the statutory timelines.

The Director of Audit will be deployed to head an Audit Directorate in National, County Government or a Sector. He/she may also be deployed in the Specialized Audit Services Department.

Duties and Responsibilities

- 1) Spearhead the formulation, implementation and review of the Directorate strategy and annual audit plans in line with the Corporate strategy and plans,
- 2) Advise the management on emerging issues and risks arising from the audits, best practices in public finance management and audit processes.
- 3) Participate in identifying and assessing the quality, audit and organizational risks that may adversely affect the achievement of the strategic objectives of the Office and implementing measures to mitigate the risks.
- 4) Coordinate audits of various National Government Sectors and County Governments, including Public Entities within those Sectors or Counties and International Institutions audit assignments.
- 5) Oversee efficient and effective organization, co-ordination, control and supervision of all audit or administrative functions in the Directorate.
- 6) Oversee quality management of the audits to ensure compliance with audit standards, legal, regulatory frameworks and OAG methodology and practices.
- 7) Develop and implement action plans on quality issues arising from quality reviews in line with the Quality Assurance Policy and guidelines issued from time to time.
- 8) Coordinate all audit functions under the Directorate to ensure effective and efficient delivery of audit services to the audited clients.
- 9) Oversee the development of Annual Audit Plans and assist audit staff in the planning, organizing, executing and monitoring audit operations;
- 10) Represent the Auditor-General in oversight and other committees of Parliament, County Assemblies and International Institutions.
- 11) Represent the Office in the International Organization of Supreme Audit Institutions (INTOSAI) and Regional INTOSAI organizations Working Groups,

Committees and Task Forces to support SAls in fostering the economy, effectiveness, and efficiency of government programs for the benefit of all.

- 12) Establish effective collaboration and partnerships with organs of government, other Supreme Audit Institutions and professional organizations, international organizations, private sectors, civil society and any other relevant stakeholders in the accountability ecosystem to promote the role of SAls in public sector auditing, accounting, transparency and accountability
- 13) Foster high standards of ethical behaviour within the Office based on the provisions of the Public Audit Act, 2015, Conflict of Interest Act, 2025, ISSAI 130 and the Code of Conduct and Ethics for the Office.
- 14) Spearhead capacity building by organizing periodic workshops to promote awareness of the public and other stakeholders on the need for transparency and accountability in the public sector.
- 15) Prepare and submit status reports for each client on implementation of audit and parliamentary recommendations to the LRO for compilation of the annual status report.
- 16) Participate in key Management Committees in the Office
- 17) Provide input in the development, implementation, and review of the strategic and operational plans for the Office.
- 18) Undertake risk assessment and evaluations of the clients to ensure appropriate resource allocation.
- 19) Review the draft audit reports for auditee institutions for quality management before presentation to the Deputy Auditor General;
- 20) Develop and monitor effective utilization of the Directorate budget;
- 21) Responsible for the quality of audits in the System and implements the quality review action plans.
- 22) Coordinate the development of audit reports by the various audit teams for submission to the Auditor-General.
- 23) Coordinate the day to day administrative and operational activities of the Department.
- 24) Provide leadership, supervision, coaching, training and development of staff in the Directorate in line with both individual and organizational performance objectives;
- 25) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the Directorate objectives and to also ensure an effective and motivated team.
- 26) Implement performance management initiatives / interventions in the Directorate.
- 27) Participate in the entry and exit meetings for all the clients within the Directorate
- 28) Monitor and track implementation of audit and parliamentary recommendations.

Requirements for Appointment:

- 1) A Bachelor's degree from a recognized university preferably in the fields relevant to the Audit function such as Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Computer Science, or in any other disciplines relevant to the audit function from a recognized institution;

- 2) Certified Public Accountants of Kenya (CPA-K) or its recognized and equivalent qualification from a recognized institution **OR**
Master's degree from a recognized institution preferably in the fields relevant to the Audit function such as Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Computer Science, Law, Business Administration or any other relevant disciplines;
- 3) Strategic Leadership Development Programme (SLDP) or its equivalent qualification from a recognized institution will be an added advantage;
- 4) A practicing member of good standing of a professional body of accountants recognized by law will be an added advantage;
- 5) Knowledge and practical application of the Audit Management Systems;
- 6) Meets the requirements of Chapter Six of the Constitution of Kenya;
- 7) At least 15 years of practical experience in auditing from a reputable organization preferably in the public sector, three (3) of which must have been at the level of a Deputy Director of Audit 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) and public (ISSAIs) sectors and, demonstrate an understanding of how these standards impact on the auditing process.
- 2) **Ethical Standards (INTOSAI/IESBA)** - Demonstrate an understanding of the role of professional ethics and values in organizational governance in the public sector, by integrating ethical principles into all aspects of public sector financial and operational management.
- 3) **Quality control standards (ISQC/INTOSAI)** - Knowledge of control procedures in accordance with International Standards for Quality Control in auditing.
- 4) **International Standards of Auditing (ISAs/ISSAIs)** - Knowledge and understanding of the International Standards for Supreme Audit Institutions (ISSAIs), and the operational emphasis in terms of the public sector with regards to policy and performance auditing.
- 5) **Risk Management Principles** - Demonstrate knowledge and understanding of 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 the audited entity. 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 root causes, 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 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.
- 12) **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. 02/09/2026

DIRECTOR, LEGAL SERVICES – GRADE OAG 3 (1 Post)
director.legalservices2026@oagkenya.go.ke

Purpose of the job

This purpose of the role is to provide strategic leadership in provision of legal and regulatory advisory services on matters Corporate governance and development of legal strategies that ensure a robust legal and regulatory framework for the Office to achieve its mandate.

Duties and Responsibilities

- 1) Oversee the formulation, implementation and review of the Office's legal and governance policies, systems and procedures in line with relevant legislations, regulations and policies to safeguard the interest of the Office and to ensure the achievement of Office's mandate;
- 2) Advise the Auditor-General and management on development and implementation of a governance framework that fosters achievement of Office's objectives and compliance with corporate governance, applicable laws and policies;
- 3) Provide legal counsel to the Auditor-General and the management on their duties, responsibilities and powers and how these should be exercised in the best interest of the Office in line with statutory requirements;
- 4) Oversee recording and updating of the Office's register of conflict of interest and Code of Conduct;
- 5) Guide the Office on matters touching on investigations of the Office by external agencies to ensure that the Office's image and interest are secure;
- 6) Oversee conduct of Legal Audit Compliance to ensure legal compliance with national, regional and international legal requirements;
- 7) Oversee the Office's engagements on all legal and regulatory matters, dispute handling processes needed to ensure the engagements are legally sound;
- 8) Oversee all contracts, agreements and memoranda of understanding drafting, reviewing, negotiation and execution with external parties to ensure compliance with Policies and Statutes on behalf of the Office;
- 9) Provide leadership in execution of risk management policy and strategies that ensure the directorate has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management;
- 10) Spearhead formulation, implementation and review of the Directorate's annual work plans, budgets and procurement and asset disposal plans in line with the Office's performance targets and strategic plan;
- 11) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the directorate;

- 12) Coordinate implementation of a robust performance management system within the directorate through providing oversight of the delivery of the annual performance contract and the strategic plan;
- 13) Establish effective collaboration and partnerships with organs of government, international organizations, private sectors, civil society and any other relevant stakeholders Establish and maintain effective, open and consultative relationships with clients and stakeholders (both internal and external);
- 14) Foster high standards of ethical behaviour within the Office based on the provisions of the Public Audit Act, 2015, Conflict of Interest Act, 2025, ISSAI 130 and the Code of Conduct and Ethics for the Office;
- 15) Spearhead capacity building by organizing periodic workshops to promote awareness of the public and other stakeholders on the need for transparency and accountability in the public sector;
- 16) Provide leadership in planning, development, implementing and monitoring of budget for the Legal Services directorate to ensure efficiency and effectiveness in the management of the Office financial resources;
- 17) Custodian of the seal and a record of its usage to authenticate the Office's documents;
- 18) Review and approve contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Office's policies;
- 19) Review and provides advice on legal risks at the Office to avert errors of omission and commission while maintaining the Office's reputation;
- 20) Advise the Auditor-General and Management on changes in the law to ensure legal obligations are met; and
- 21) Interpret legal documents on behalf of the Office
- 22) Coordinate safe custody of the office legal documents, of discussion papers, and preparation of OAG Committee papers and company seals to protect the documents from access by unauthorized persons, and for fast retrieval for decision making purposes;
- 23) Coordinate adequate preparation and representation of the Office in litigation cases, to ensure favourable ruling for the Office by the courts of law; and
- 24) Coordinate the compilation of legal, governance and compliance reports in a timely manner.

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) Senior Leadership Development Programme from a recognized Institution will be an added advantage;
- 7) Proficiency in computer applications;
- 8) At least 15 years of practical experience in legal services from a reputable organization preferably in the public sector, three (3) of which must have been at the level of a Deputy Director of Legal or its equivalent and comparable position.

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 Officer Ethics 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. 03/09/2026

DIRECTOR, COMMUNICATIONS – GRADE OAG 3 (1 Post)
director.communication2026@oagkenya.go.ke

Purpose of the job

The purpose of this job is to provide leadership in the Office's Corporate Communication directorate in formulation and development of the Office's Corporate Communications Policies, Procedures, strategies and programs to ensure the Office's image and brand is positioned as a leading Centre of excellence nationally and internationally towards the achievement of the Office's mandate.

Duties and Responsibilities

- 1) Provide leadership in formulation, implementation and review of policies, procedures, strategies and activities of corporate enhancement of the Office's visibility and facilitation of effective communication channels;
- 2) Oversee development, implementation and review of strategies of public participation and engagement with regard Office's operations and regulatory framework;
- 3) Lead in development, implementation and review of customer care programs, policies and strategies in the Office for effective and efficient response, to internal

and external clients' needs towards the achievement of the Office's mandate in line with the existing regulations;

- 4) Lead the development and review of all institutional newsletters, briefs, speeches, newspaper articles, supplements and conference abstract books ensuring quality and that they capture on-going activities for dissemination to internal and external publics;
- 5) Oversee development, implementation and review of branding and promotional strategy for the Office to enhance its corporate image;
- 6) Provide leadership in data maintenance and documentation arising from media monitoring and follow up on Office's media coverage and mentions;
- 7) Lead in formulation, implementation and review of research programs/projects and routing stakeholder surveys;
- 8) Oversee formulation, implementation and review of Corporate Social Responsibility (CSR) activities/programs and maintain their impact;
- 9) Liaise with internal and external stakeholders, in providing comprehensive communications support for major campaigns, as well as helping to create and deliver long range plans to develop communications in the area of audit;
- 10) Oversee formulation, implementation and review of database of stakeholders;
- 11) Advise the Office on advertising mix required to meet the Office's objectives of creating public audit awareness and corporate image;
- 12) Lead in the management of the Office's events, local and international outreach programs on public audit;
- 13) Oversee development, implementation, review and monitor the service charter for the Office;
- 14) Oversee the identification and profiling of relevant stakeholders towards the development of suitable communication channels and messaging;
- 15) Coordinate execution of risk management policy and strategies that ensure the directorate has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management;
- 16) Spearhead nurturing of competencies and promote a working environment that optimizes individual and team potential in the department;
- 17) Spearhead formulation, implementation and review of the departmental annual work plans and budgets plans in line with the Office's performance targets and strategic plan.
- 18) Oversee implementation of a robust performance management system within the departments through providing oversight of the delivery of the annual performance contract and the strategic plan;
- 19) Advise the Auditor-General and the executive management on public relations and communication issues;
- 20) Establish effective collaboration and partnerships with organs of government, international organizations, private sectors, civil society and any other relevant stakeholders
- 21) Establish and maintain effective, open and consultative relationships with clients and stakeholders (both internal and external);

- 22) Foster high standards of ethical behaviour within the Office based on the provisions of the Public Audit Act, 2015, Conflict of Interest Act, 2025, ISSAI 130 and the Code of Conduct and Ethics for the Office.
- 23) Spearhead capacity building by organizing periodic workshops to promote awareness of the public and other stakeholders on the need for transparency and accountability in the public sector.
- 24) Provide leadership in planning, development, implementing and monitoring of budget for the Communication's Directorate to ensure efficiency and effectiveness in the management of the Office financial resources.
- 25) Advise the DAG Corporate services on the implementation of the operations of the department;
- 26) Performance management of direct reports;
- 27) Coordinate the undertaking of general research, analysis on media, PR matters and feedback from clients;
- 28) Coordinate maintenance of photo database to ensure ease in retrieval;
- 29) Participate in the publication and dissemination of audit reports for the Office;
- 30) Coordinate the website and digital platforms and disseminate information and communication material in all the Office's touch-points to relevant stakeholders;
- 31) Articulate issues related to the Department and represent the department in various meetings and/or forums; and

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) A Master's degree in Communications, Journalism, Public Relations, Mass Media or any other relevant discipline from a recognized institution will be an added advantage;
- 4) Strategic Leadership Development Programme (SLDP) or its equivalent from a recognized institution will be an added advantage;
- 5) A registered member of the Public Relations Society of Kenya of good standing;
- 6) At least 15 years of practical experience in communications from a reputable organization preferably in the public sector, three (3) of which must have been at the level of a Deputy Director of Communications or its equivalent and comparable 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) **Internal Communication** - Knowledge of the transmission of information between staff members taking into consideration communicating 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 Offices' external environment (auditees, suppliers, legislature, citizens, civil society, the media and public sector at large).
- 7) **Communication Strategy** - Knowledge to develop and implement a communication strategy to assist the Office to communicate effectively and meet core strategic and organizational objectives.
- 8) **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.
- 9) **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.
- 10) **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, demonstrating this, by supporting the integration of ethical principles into all aspects of public sector financial and operational management.
- 11) **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.
- 12) **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 clarify it for others so they can achieve desired results.