



THE
NATIONAL
HEROES
COUNCIL
HONOURING HEROES. HONOURING KENYA

VACANCY ANNOUNCEMENT

The National Heroes Council (TNHC) is a State Corporation established by the Kenya Heroes Act NO. 5 of 2014. The Act gives the Council the Mandate to establish a criterion for the identification, selection and honouring of national heroes and establishment of categories of heroes.

The Council invites applications from qualified candidates for the following position:

S/NO	POSITION	GRADE	NO. OF VACANCIES	REF. NO	NOTE
1.	Assistant Director/Manager, Internal Audit	HC 3	1	HC/01/2026	Replacement

The public is notified of the following:

1. Detailed job descriptions and requirements are available on the Council's website www.heroes.go.ke
2. All applications **MUST** be received on or before **5th** October, 2026.
3. There is **NO fee** charged by TNHC for any application of these positions
4. **Canvassing** of any form will result in disqualification of the candidate
5. **ONLY** shortlisted candidates will be contacted.

How to Apply

Interested qualified applicants are requested to fill the **Bio-data form** whose link has been provided on the Council's website and submit a cover letter, detailed CV, copy of ID, copies of academic certificates & testimonial **with the title and reference number of the position clearly indicated** in the email subject line to hr@heroes.go.ke. Applicants who will not fill the bio data form will have their applications rejected. Hard copies will **NOT** be accepted

Applications should be addressed to;

Chairman
The National Heroes Council
P. O. Box 30001-00100
Tel No. 0719222666
NAIROBI, KENYA

Successful candidates will be required to fulfil the requirements of Chapter six (6) of the Constitution of Kenya.

The National Heroes Council is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.

DETAILED ADVERT

Job Title	Assistant Director/Manager, Internal Audit - One (1) Position
Job Grade	HC 3
Terms of employment	Contract
Duty Station	Nairobi
Position Summary/ Purpose	This position is responsible for providing independent, objective assurance aimed at adding value and improving the operations of the Board as well as assisting the Board accomplish its strategic objectives by effecting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
Key Responsibilities; Duties and responsibilities will entail: - i. Providing secretariat to the Audit committee ii. Formulating and coordinate the implementation of internal audit policies, strategies and plans; iii. Compiling and issue internal audit reports; iv. Conducting special audits and investigations; v. Setting up and implement systems in accordance with auditing standards; vi. Testing the efficacy of the risk assessment systems; vii. Monitoring and reporting on the Board overall risk profile; viii. Supporting various departments in risk profiling; ix. Reviewing correctness and accuracy of accounting reports; x. Providing of independent assurance on risk management process on both design and operation; and xi. Assuring on risk control effectiveness, efficiency and adequacy and risk management processes.	
Qualifications For appointment to this grade, a candidate must have: i. Minimum period of ten (10) years relevant work experience three (3) of which should have been on Supervisory level; ii. Bachelor's Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university; iii. Master's degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution; iv. Certified Public Accountant of Kenya (K) or its equivalent qualification; v. Be a registered member of ICPAK in good standing and OR Be a Member of the IIA/ISACA in good standing; vi. Certificate in a management course lasting not less than four (4) weeks from a recognized institution; vii. Be proficient in computer application skill; viii. Have demonstrated professional competence and ability as reflected in work performance and results;	

Key Competencies and Skills

- i. Strong communication and reporting skills
- ii. Strong analytical and numerical skills
- iii. Strong organization and inter personal skill
- iv. Mentoring, coaching and leadership skills
- v. Professionalism
- vi. Ethical and integrity
- vii. Interpersonal and negotiation skills
- viii. Ability to work under pressure, prioritize and multi task