



ANTI-DOPING AGENCY OF KENYA

CAREER OPPORTUNITIES (RE-ADVERTISEMENT)

The Anti-Doping Agency of Kenya is a State Corporation established under the Anti-Doping Act No. 5 of 2016 to lead a coordinated national education and awareness programmes, testing and promotion of integrity for doping-free Sport. To help achieve its mandate, the Anti-Doping Agency of Kenya invites applications from suitable individuals to fill the following vacant positions:-

Vacancy No.	Number of Posts	Job Description	Salaries Scale
ADAK/2/1/2017	One (1)	Assistant Manager, Legal Services, Grade ADAK 4	133,500-181,200

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Providing guidance to the Board on their duties and responsibilities and on matters of governance;
- (ii) Assisting the Board in carrying out Board induction and training, updating the Board and Committee charters, preparation of Board work plans, Board evaluation, Governance Audit and Implementation of the code of conduct and ethics;
- (iii) Ensuring timely preparation and circulation of Board and Committee papers;
- (iv) Ensure timely circulation of Board and Committee minutes;
- (v) Be the custodian of the seal of the Organization and account to the Board for its use;
- (vi) Maintaining and updating the register of conflicts of interest;
- (vii) Ensuring that Board members are aware of all relevant laws affecting the organization;
- (viii) Facilitating effective communication between the organization and the stakeholders;
- (ix) Ensuring that annual returns are promptly filed with the relevant authorities; and
- (x) Ensuring that Board and Committee papers are circulated in advance of any meeting.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Served in a comparable position for a minimum period of five (5) years;
- (ii) Bachelor's degree in Law (LLB) from a recognized institution;
- (iii) A valid practicing certificate from Law Society of Kenya;
- (iv) An Advocate of the High Court of Kenya;
- (v) Diploma in Law from the Council of Legal Education;
- (vi) Masters Degree in Law (LLM) or equivalent qualification from a recognized institution will be added advantage;
- (vii) Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- (viii) Certificate in computer applications skills from a recognized institution; and
- (ix) Met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

Vacancy No.	Number of Posts	Job Description	Salaries Scale
ADAK/2/2/2017	One (1)	Assistant Manager, Internal Audit - Grade ADAK 4	133,500 - 181,200

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Developing and reviewing operational and management systems, policies and guidelines;
- (ii) Developing and implementing risk assessment framework;
- (iii) Developing and reviewing audit techniques and procedures;
- (iv) Developing and reviewing internal controls;
- (v) Developing audit plans, setting targets and budgets;
- (vi) Compiling periodic management audit reports;
- (vii) Preparing and submitting audit reports to the Board Audit Committee; and
- (viii) Reporting on implementation of annual audit work plans to the Board Audit Committee.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Served in a comparable position for a minimum period of five (5) years;
- (ii) Bachelor's degree in any of the following disciplines:- Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- (iii) Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- (iv) Master's Degree in any of the following disciplines:- Business Administration (Finance); Business Administration (Accounting); Master of Science in Finance or equivalent qualification from a recognized institution will be an added advantage;
- (v) a Certification from the Certified Information System Auditors (C.I.S.A) will be an added advantage;
- (vi) a Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- (vii) a Certificate in Computer applications from a recognized institution; and
- (viii) Met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

Vacancy No.	Number of Posts	Job Description	Salaries Scale
ADAK/2/3/2017	One (1)	Senior Internal Auditor, Grade ADAK 6	86,700 - 120,000

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Developing and reviewing operational and management systems, policies and guidelines;
- (ii) Overseeing the development and implementation of fraud investigation strategy;
- (iii) Developing and overseeing implementation of risk assessment framework;
- (iv) Developing and reviewing audit techniques and procedures;
- (v) Developing and reviewing internal controls;
- (vi) Developing audit plans, setting targets and budgets;
- (vii) Publishing audit reports;
- (viii) Interpreting prevailing policies for sound auditing principles, practices and control;
- (ix) Preparing and submitting audit reports to the Audit and Compliance Committee;
- (x) Reporting on implementation of annual audit work plans to the Audit and Compliance Committee;
- (xi) Providing Secretariat Services to the Audit and Compliance Committee; and
- (xii) Evaluating and documenting audit evidence.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in a comparable position for a minimum period of five (5) years;
- (ii) a Bachelor's degree in any of the following disciplines:- Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- (iii) Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- (iv) Been registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- (v) a Certificate in computer applications from a recognized institution;
- (vi) a Certification from the Certified Information System Auditors (C.I.S.A) will be an added advantage and
- (ix) Met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

HOW TO APPLY:

Candidates interested in the above positions are expected to fulfill the requirements of chapter six of the constitution of Kenya, 2010. They must obtain and submit with their application copies of clearance certificates from the following organizations:-

- (i) Kenya Revenue Authority
- (ii) Higher education loans board
- (iii) Ethics and Anti-corruption Commission.
- (iv) Criminal Investigation Department (certificate of good conduct)
- (v) Credit Reference Bureau.

Those fulfilling the requirements of the positions should submit their applications quoting the vacancy and Vacancy No. on the envelope. The application to be accompanied with a detailed curriculum vitae and copies of professional and academic certificates, National Identity Card or Passport and all relevant testimonials, postal address, telephone and email contacts.

Applicants are also expected to provide email, telephone and postal contacts of three references. All applications should reach the Chief Executive Officer on or before **5th December 2017**.

Applications should be addressed to:

The Chief Executive Officer (CEO)
Ant-Doping Agency of Kenya (ADAK)
P.O Box 66458- 00800
NAIROBI.

OR,

By hand delivery during official working hours to the Agency's offices in Westlands; Parklands Plaza, 6th Floor. Muthithi Road /Chiromo Lane Junction.

ANTI-DOPING AGENCY OF KENYA IS AN EQUAL OPPORTUNITY EMPLOYER. POTENTIAL MALE AND FEMALE, PERSONS WITH DISABILITY APPLICANTS ARE ENCOURAGED TO APPLY.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.