



COUNCIL OF LEGAL EDUCATION VACANT POSITION

The Council of Legal Education (CLE) is established by the **Legal Education Act, CAP 16B**. Its core functions are to regulate legal education and training; license and supervise legal education providers; conduct the Advocates Training Programme (ATP) Examination; recognize and approve qualifications in law obtained outside Kenya; and advise the Government on matters relating to legal education and training.

To deliver its mandate more effectively, CLE wishes to competitively recruit a **full-time**, high-calibre officer to fill the following position, to be based in **Nairobi, Kenya**.

DEPUTY DIRECTOR, INTERNAL AUDIT

Job Grade: CLE 3 Reference No.: CLE/JOB-004/2026 Positions: 1

(a) Job Specifications

The duties and responsibilities at this grade will entail:

1. Overseeing the delivery of the mandate of the Internal Audit Division; spearheading the planning, development, implementation and review of internal audit strategies, policies, systems and procedures; and developing and managing the Division's risk register;
2. Providing secretariat support to the Audit and Risk Committee of the Council and supporting it in its roles and responsibilities over risk management, internal controls and governance processes;
3. Developing the Audit Work Plan for approval by the Committee, and using it together with the corporate work plan to engage with Council activities and operations, so as to ascertain that policies and procedures are developed or reviewed, adequately documented and enforced, and to provide insights on governance, risk and control that drive positive change and innovation;
4. Providing assurance to Management and the Council that legislation, contracts, established standards and policies are developed or reviewed and complied with, including compliance with reporting requirements in all areas of operation;
5. Reviewing and appraising the soundness, adequacy and application of accounting, financial and other operating controls, and the adequacy of systems and strategies that safeguard the value and custody of Council resources and assets and ensure that they are acquired and used efficiently and economically;
6. Reviewing budgetary performance, financial management, and transparency and accountability mechanisms and processes, and making recommendations as appropriate;
7. Ascertaining, and advising the Secretary/CEO and the Council on, the integrity, accuracy and reliability of the financial, managerial and operating information and management data generated within the Council;
8. Assessing the tone and risk management culture of the Council; evaluating and reporting on the effectiveness and efficiency of the implementation of management policies; and advising Management on whether risks are appropriately identified, assessed and managed, in order to continuously improve risk management, internal control and governance processes;

9. Gathering relevant and objective information as the basis for sound advice towards the delivery of the Council's mandate, and serving as an objective source of information to Management and the Council on risks, the control environment, operational effectiveness, and compliance with applicable laws and regulations;
10. Making the necessary arrangements for, and conducting, special investigations and reporting to the Audit and Risk Committee and/or any other requesting authority;
11. Following up on the implementation of recommendations of the Auditor-General, Council resolutions, Internal Audit and others, as necessary;
12. Liaising with External Auditors and other quality assurance providers, and providing technical support and advisory services to other departments as required; and
13. Enforcing compliance by internal audit staff with enabling laws and regulations, CLE policies and guidelines, the Internal Audit Charter and other compliance requirements; monitoring and appraising their performance; and coaching and mentoring them to ensure succession management in the Division.

(b) Person Specifications

For appointment to this grade, a candidate must:

1. Bachelor's degree in Commerce (Finance or Accounting option), Business Administration or Business Management (Finance or Accounting option), or its recognized equivalent, from a recognized institution;
2. Master's degree in Finance, Auditing, or Business Administration (majoring in Finance or Accounting), or its recognized equivalent, from a recognized institution;
3. Be a Certified Public Accountant - CPA(K) - or a Certified Internal Auditor (CIA);
4. Be a member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or the Institute of Internal Auditors (IIA);
5. At least fifteen (15) years of relevant work experience, three (3) of which must have been at the level of Assistant Director, Internal Audit, or its equivalent;
6. Have attended a leadership course at a recognized institution;
7. Be proficient in computer applications; and
8. Fulfil the requirements of Chapter Six of the Constitution of Kenya.

(c) Key Competencies, Skills and Attitudes

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| • Strategic thinking | • Managerial skills |
| • Analytical skills | • Report-writing skills |
| • Professional scepticism | • Mentoring, coaching and leadership skills |
| • Communication skills | • Interpersonal and negotiation skills |

Terms of Service and Remuneration

Terms of service: Permanent and pensionable.

How to Apply

Interested and eligible candidates are encouraged to view the detailed job description on our website, [www.cle.or.ke](https://cle.or.ke), under Careers (<https://cle.or.ke/careers/>).

Step 1: Email soft copies of your cover letter, CV, certificates and any other documents supporting your qualifications to hrdept@cle.or.ke, using the job title and reference number as the email subject.

Step 2: Click [THIS LINK](#) to complete the online employment application form.

Applicants must complete both steps. Hard-copy applications will not be accepted.

Successful candidates **MUST** be of the highest ethical standards, integrity and professionalism, and must comply with the requirements of Chapter Six of the Constitution of Kenya.

Please Note

- Owing to the high number of anticipated applications, the Council of Legal Education will not be able to respond to each applicant. Only shortlisted candidates will be contacted.
- Canvassing in any form, or giving false information, will lead to automatic disqualification.
- The Council of Legal Education is an equal-opportunity employer. Qualified women, persons living with disabilities and persons from marginalized communities are encouraged to apply and to state clearly in their applications if they are women, have a disability, or belong to a marginalized community.

All applications must be received on or before **7th November 2026**.

**SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION
P.O. Box 829-00502, Karen, Nairobi**