

**COUNTY GOVERNMENT OF KIAMBU
P.O BOX 2344-00900
KIAMBU**



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Kiambu County Public Service Board is a body corporate established under section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

Pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 59 of the County Government Act, 2012, the Board wishes to recruit competent and qualified persons to fill the following positions in the County.

1. DEPUTY DIRECTOR INTERNAL AUDIT (JOB GROUP CPSB 04)-1 POST)

Job Reference No: KCPSB/FEP 6/2020

Number of Posts: One (1)

Terms of Service: Three (3) years Contract –Renewable

Remuneration: As per SRC Guidelines

Job Purpose and Responsibility

This position is responsible for evaluation and examination of the adequacy and effectiveness of the County Government's governance risk management and internal controls.

Duties and Responsibilities

- Develop and implement strategies for creating high performing organizational culture based on transparency, integrity, accountability and performance measurement;
- Coordinate of audit efforts with external auditors;
- Facilitate timely and accurate production of audit reports to management;
- Prepare the audit departments work plan and budgets in liaison with the Director and audit staff;

- Give advice on the risk aversion measures and cost saving measures;
- In charge of follow up audits to monitor management intervention;
- Implement best practice audit planning and techniques;
- Ensure objective assurance on the effectiveness and adequacy of the risk management strategies and processes;
- Ensure all identified internal control concerns is addressed;
- Conducts regular and continuous audit of financial transactions of the county and reports on any diversion from the set financial regulations;
- Establishment risk-based audit plans consistent with county objective;
- Conduct forensic audit where necessary.

Requirements and competencies for Appointment

- Be a holder of at least a first degree in any of the following: Commerce/Business Administration (Accounting, or Finance), Economic or statistics or its equivalent from a recognized university in Kenya;
- A Master's degree in a relevant field will be an added advantage;
- Have relevant knowledge and audit experience and a career of not less than Seven (7) years in Public or Private Sector;
- Certified Public Accountant K (CPA K) / Certified Internal Auditor (CIA) part III / Certified Information Systems Auditor (CISA) part III, Certificate in Certified Fraud Examiner, Forensic Auditing or any other relevant recognized professional qualification;
- Registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) or the Institute of Internal Auditors of Kenya (IIAK) or Information Systems Audit and Control Association (ISACA) OR Association of Certified Fraud Examiners and in good standing;
- Proficiency in relevant Computer applications;
- Knowledge of relevant legislation and Knowledge of internal auditing standards;
- Knowledge of principles, methods and practices of Governmental accounting and budgeting
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

2. PRINCIPAL INTERNAL AUDITOR (JOB GROUP CPSB 06)- 1 POST

Job Reference No: KCPSB/FEP 7/2020

Number of Posts: One (1)

Terms of Service: Three (3) years Contract –Renewable

Remuneration: As per SRC Guidelines

Job Purpose & Reporting Responsibility

This position is responsible for performance, evaluation of adequacy and effectiveness of County Government risk management and internal controls.

Duties and Responsibilities

- Evaluate risk exposure relating to achievement of County Government strategic objectives;
- Communicates issues identified with internal senior management to ensure any potential concerns are addressed in a timely and effective manner;
- Prepare audit report to management and make a follow up on action taken;
- Evaluate reliability and integrity of information;
- Evaluate the means to safe guard assets;
- Identify activities subject to audit coverage;
- Involved in determining adequacy and effectiveness of internal control system;
- Carry out investigations in the irregularities identified or reported in audit reports and safeguarding of county assets;
- Report on County's compliance with statutory obligations;
- Involved in section budget preparation.

Requirements and competencies for Appointment

- Be a holder of at least a first degree in any of the following: Commerce/Business Administration (Accounting, or Finance), Economics, Statistics or its equivalent from a recognized university in Kenya;

- Demonstrated merit and ability as reflected in work performance and results;
- Must be Certified Public Accountant (CPA) III / Certified Internal Auditor (CIA) III / Certified Information Systems Auditor or Certificate in Certified Fraud Examiner, Forensic Auditing or any other relevant recognized equivalent professional qualification;
- Registered member of either, Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors of Kenya (IIAK) Information Systems Audit and Control Association (ISACA) OR Association of Certified Fraud Examiners (ACFE);
- Have relevant knowledge and audit experience and a career of not less than Seven (7) years in Public or Private Sector.
- Proficiency in relevant Computer applications;
- Knowledge of relevant legislation and Knowledge of internal auditing standards;
- Knowledge of principles, methods and practices of Governmental accounting and budgeting
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

3. CHIEF INTERNAL AUDITOR – (JOB GROUP CPSB 07) 2 POSTS

Job Reference No: KCPSB/FEP 8/2020

Number of Posts: Two (2)

Terms of Service: Three (3) years Contract –Renewable

Remuneration: As per SRC Guidelines

Job Purpose & Reporting Responsibility

This position is responsible for organization, coordination and control Audit exercises in the county.

Duties and Responsibilities

- Evaluating the effectiveness of risk management, controls and governance processes of a public entity;
- Preparing assignment work/engagement plan;

- Leading an audit team;
- Vouching transactions in audit investigation and verification assignments;
- Collecting and analyzing data and statistics;
- Preparing and submitting audit findings;
- Preparing and maintaining audit files/ working papers for assignment;
- Monitoring implementation of audit recommendations;
- Preparing training and budget proposals;
- Coaching and mentoring of staff.

Requirements and competencies for Appointment

- Be a holder of at least a first degree in any of the following: Commerce/Business Administration (Accounting, or Finance) Economics, Statistics or its equivalent from a recognized university in Kenya;
- Certified Public Accountant (CPA) III / Certified Internal Auditor (CIA) III / Certified Information Systems Auditor or Certificate in Certified Fraud Examiner or any other relevant recognized professional qualification;
- Be a member of either Institute of Internal Auditors of Kenya (IIA-K), Institute of Certified Public Accountants of Kenya (ICPAK), Association of Certified Fraud Examiners (ACFE) or Information Systems Audit and Control Association (ISACA) or any other relevant recognized body;
- Five (5) years relevant working experience in comparable and relevant position in the Public or Private Sector.
- Demonstrated merit and ability as reflected in work performance and results;
- Must meet the requirements of Chapter Six of the Constitution;

4. MEMBER- COUNTY EXECUTIVE AUDIT COMMITTEE- 2 POSTS

Job Reference No: KCPSB/FEP 9/2020

Number of Posts: Two (2)

Terms of Service: Member of the Audit Committee shall be appointed for a term of three years on part-time basis and shall be eligible for appointment for a further one term only.

Allowances – As per SRC Guidelines

Requirements and competencies for Appointment

- Possess a first Degree from a University recognized in Kenya in any field that is relevant to the operations of the County Government in any of the following fields; Accounting, Finance, Law, Engineering, Management, Economics, Risk Management and with at least 10 years of experience;
- Must not be past or present employee of the Kiambu county Government, and shall not have served as an employee or agent of a business organization which has carried out any business with the Kiambu County Governments in the last two years;
- Must have a good understanding of the objects, principles and functions of County Government operations, Financial management reporting or auditing;
- Possess strong interpersonal skills and be able to dedicate sufficient time to the performance of audit committee work;
- Be a person with excellent working knowledge of an audit committee's function and risk management frameworks;
- Must be person of integrity and in compliance with the requirements of chapter six of the constitution;
- Must be able to work independently, objectively and proactively.

How to Apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport

and any other supporting documents. Clearly indicate the position applied for both on the cover letter and the envelope.

Posted Applications should be addressed to the:

Secretary/CEO
County Public Service Board
County Government of Kiambu
P.O Box 2362-00900
KIAMBU

Hand Delivered applications should be provided at the County Public Service Board offices, **Room 103, first floor at Thika Sub-County** offices between **8.00 am and 5.00 pm** on weekdays.

Applicants should seek clearance from authorities listed below and attach copies of evidence valid as at 2020

- **Kenya Revenue Authority (Tax Compliance Certificate)**
- **Ethics and Anti-Corruption Commission**
- **Directorate of Criminal Investigations (Certificate of Good Conduct)**
- **Higher Education Loans Board (HELB)**
- **Credit Reference Bureau (CRB)**

Applications should reach the County Public Service Board (CPSB) **on or before 5pm of 11th December, 2020.**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their application.

- **The County Public Service Board does not charge for any of the recruitment exercises, including shortlisting and appointment. Any request for payment or favor should be reported to Police.**
- **Any communication from the County Public Service Board SHALL be through only our official line- 0709 877 000**
- **The Board is an equal opportunity employer, persons with disability are encouraged to apply.**

- **Any form of canvassing will lead to automatic disqualification.**
- **Only shortlisted Candidates will be contacted.**

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