

COUNTY GOVERNMENT OF EMBU



OFFICE OF THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE

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VACANCY – EXTERNAL ADVERTISEMENT:

AUDIT COMMITTEE (5 posts)

Pursuant to Sections 155(5) of Public Finance Management Act, 2012 the Embu County Government invites applicants to fill the vacancies of the Members of the Embu County Audit Committee.

Terms of Service: Three Years Contract on part time basis

The members will draw an allowance as determined by the Salaries and Remuneration Commission (SRC).

Duties and Responsibilities:

The Audit Committee shall: -

- Support the accounting officer with regard to their responsibilities for issues of risk, control and governance and associated assurances;
- Follow up on the implementation of the recommendations of internal and external auditors;
- Regularly attend and participate in Committee meetings and other committee activities;
- Review and make decisions on requests, committee minutes, annual reports, other reports, plans, policies presented before the committee;
- Perform any function provided for in the relevant legislation, regulations and/or Circulars;
- Perform any other duty as assigned by the Chairperson from time to time.

Requirements:

- i. Be a Kenyan Citizen;
- ii. Be a holder of a relevant Bachelor's degree from a recognized university in Kenya;
- iii. Have working experience of not less than (5) years in a leadership position or at a top management level in the Public Service or Private Sector;
- iv. Have a good understanding of County government financial operations, financial reporting, or auditing;
- v. Possess knowledge of the organization and functions of National and County Government;
- vi. Demonstrate thorough understanding of National Goals, policies and developmental objectives including the Kenya Vision 2030;
- vii. Must be affiliate to professional bodies e.g. ICPAK, ICPSK, ACFE, LSK, IIA, IEK or any other relevant body and be a member of good standing;
- viii. Meet the requirement of Chapter Six of the Constitution on Leadership and Integrity.

HOW TO APPLY

All applicants are requested to download and duly fill the application form and a detailed document (Job description) containing requirements relevant to the positions advertised from Embu County Government website: -www.embu.go.ke

The candidate should attach photocopies of the following documents:

i. National Identity Card

ii. Academic, Professional Certificates and testimonials

iii. Curriculum Vitae (CV)

iv. Clearance Certificate from Higher Education Loans Board (HELB), KRA Tax Compliance Certificate, Valid Certificate of Good Conduct from DCI, Clearance from Ethics and Anti-Corruption Commission (EACC) and Credit Reference Bureau (CRB)

v. Any other relevant supporting documents.

All applications should be addressed to the Chairperson of the Selection Panel.

THE CHAIRPERSON – SELECTION PANEL

c/o THE COUNTY SECRETARY AND

HEAD OF PUBLIC SERVICE

P.O BOX 36 – 60100

EMBU

All applications shall be received by the **Secretariat** of the Selection Panel at the office of the County Secretary, located at the **Town Hall, 1st Floor Room Number 30**, on or before Friday, **26th April, 2024**.

NB:

1. Only short-listed candidates shall be contacted.
2. The Vacancy number of the position being applied for **MUST** be indicated on the envelope and the application form.
3. Canvassing by any candidate directly or indirectly shall lead to automatic disqualification.

Embu County Government is an equal opportunity Employer hence does not charge any fee for recruitment.