



COUNTY ASSEMBLY OF KWALE

Vacancy

Audit Committee Members

The County Assembly Audit Committee is established pursuant to Section 73(5) and 155 of the Public Finance Management Act and the enabling regulations. The County Assembly Service Board is requesting for applications from suitably qualified Kenyans to serve as members of this committee in the following positions: -

1) CHAIR - COUNTY ASSEMBLY AUDIT COMMITTEE (1 Position)

Responsibilities

- i. Set the Agenda for each meeting with the committee members
- ii. Provide oversight on risk management, controls, governance processes and audit affairs of the County Assembly
- iii. Make appropriate recommendations to the County Assembly regarding internal controls and audit matters
- iv. Follow up on the implementation of the recommendations of internal and external auditors
- v. Arrange for the periodic review of the effectiveness of the audit committee alongside its mandate
- vi. Demonstrate independence and impartiality in decision making in accordance with the legal constitutional and policy requirement
- vii. Provide clarification to members on the audit committees responsibilities

Requirements for Appointment

Interested candidates should have a minimum of a degree from a recognized university and have knowledge and experience in any of the following fields:

- i. Accounting /Auditing /Finance
- ii. Economics
- iii. Security/Risk Management / Law

Other requirements for the Chair:

- i. Have a good understanding of the County Assembly operations, financial management and reporting or auditing
- ii. Have a good understanding of the objects principles and functions of the county Assembly
- iii. Meet the requirements of Chapter Six of the Constitution
- iv. Must be affiliate to a professional body e.g. ICPAK, IIA, IEK or any other relevant body and be a member of good standing

2) MEMBER – COUNTY ASSEMBLY AUDIT COMMITTEE (2 Positions)

Responsibilities

- i. Review and report to the Board and the Accounting Officer financial issues and judgments made in relation to the Assembly financial statements
- ii. Review clarity and completeness of financial statements and disclosures in relation to applicable rules and regulations
- iii. Monitor effectiveness of the Assembly’s performance management and performance information
- iv. Provide strong and effective oversight of the Assembly’s internal audit
- v. Provide effective liaison and facilitate communication between management and external audit
- vi. Ensure effectiveness of both internal and external audit processes
- vii. Have the requisite business and leadership skills and shall not be a political office holder

Requirements for Appointment

- i. Interested candidates should have a Minimum of a degree from a recognized University in the following fields, Accounting, Finance, Auditing, Economics, Risk management or other related fields
- ii. Have knowledge and experience of not less than Five (5) years in: Audit and or Financial Management/Accounting
- iii. Have a good understanding of the County Assembly operations, Financial Management and reporting / Auditing
- iv. Have a good understanding of the objects, principles and functions of the County Assembly
- v. Meet the requirement of Chapter Six of the Constitution of Kenya, 2010
- vi. Be members of relevant professional bodies e.g. ICPAK, ICPSK, ACFE, IIA or any other relevant body
- vii. Have the requisite business and leadership skills and shall not be a political office holder

NOTE

- i. Members of Audit Committee shall serve on part-time basis for a period of three year

- ii. The allowance payable to members of Audit Committee being a public Officer shall be as determined by Salaries and Remuneration Commission (SRC)
- iii. The Chairperson of the Audit Committee shall be independent of the County government entities
- iv. Members appointed to the Audit Committee shall not be past or present employees of the entity, and shall not have served as an employee or agent of any business organization which has carried out any business with the County Assembly in the last two years

All applications should clearly indicate the position applied for and reference number on the envelope and address it to:

**Secretary
County Assembly Service Board
P.O. Box 231 – 80403
Kwale**

The applications should be submitted through email to vacancies@kwaleassembly.go.ke or hand delivered to the Office of the Clerk at the Kwale County Assembly Complex Building, adjacent to the Kwale Water Offices **on or before 8th March 2023 at 4.00 pm.**

Interested qualified candidates should attach copies of the following with their applications:

- a) National Identification Card (ID)
- b) Certificates and testimonials
- c) Clearance Certificate from Higher Education Loans Board (HELB)
- d) Certificate of Good Conduct
- e) Clearance certificate from a Credit Reference Bureau (CRB) and
- f) Clearance certificate from the Ethics and Anti- Corruption Commission (EACC)
- g) Clearance certificate from Kenya Revenue Authority (KRA)

Please note that:

- a) Candidates should NOT attach original documents.
- b) For posted and hand delivered applications, all documents attached should be serialized.
- c) Only shortlisted and successful candidates will be contacted.
- d) Canvassing in any form will lead to automatic disqualification.
- e) The Kwale County Assembly Service Board is an equal opportunity employer, and women, the youth and persons with disabilities who meet the specified requirements are encouraged to apply.