



MAKUENI COUNTY PUBLIC SERVICE BOARD

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JOB VACANCIES (RE- ADVERTISEMENT)

DEPARTMENT OF FINANCE, PLANNING, BUDGET AND REVENUE

Pursuant to the Public Finance Management Act, 2012 Section 155 Subsection 5; Gazette Notice No 2690 of 15th April 2016; and regulations 167 and 168 of the Public Finance Management Regulations (2015), the County Public Service Board invites applications from suitably qualified persons for the following vacant positions:

1. POSITION: CHAIRPERSON, COUNTY EXECUTIVE AUDIT COMMITTEE - ONE (1) POST.

Terms of service: three (3) years contract on part time basis renewable for a further one (1) term subject to performance.

Salary Scale: As set out by the Salaries and Remuneration Commission (SRC)

Requirements for appointment as Chairperson, County Audit Committee:

To qualify for appointment to this position, a person must:

- Be a Kenyan citizen;
- Holds at least a degree in B-Com, BBM, BBA (Accounting option) from an institution recognized in Kenya;
- Be a member, in good standing, of a professional body such as ICPAK, and any other relevant professional body;
- Have at least 10 years of experience, five (5) of which must be in a senior management position;
- Satisfy the provisions of chapter six of the constitution;
- Not be a past or present employee of the County, and shall not have served as an employee or agent of a business organization which has carried out any business with Makueni County in the last two years;
- Demonstrate understanding of national values and principles of governance Article 10 and values and principles of Public Service Article 232 of the Constitution of Kenya, 2010;
- Demonstrate knowledge and understanding of the object, principles and functions of the Government of Makueni County;
- Possesses a good understanding of government operations, financial reporting and auditing; and
- Not a holder of a political office.



Duties and responsibilities

- Set the agenda for each meeting with the committee members;
- Provide oversight on risk management, controls and governance processes and audit; affairs of the County Government and make appropriate recommendations to the County Executive Committee Member regarding internal control and audit matters; and;
- Follow up on the implementation of the recommendations of internal and external auditors;
- Arrange for a periodic review of the effectiveness of the audit committee alongside its mandate;
- Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirement; and
- Provide clarification to members on the audit committee's responsibilities.

2. POSITION: MEMBER, COUNTY EXECUTIVE AUDIT COMMITTEE - THREE (3) POSTS.

Terms of service: three (3) years contract on part time basis renewable for a further one (1) term subject to performance.

Salary Scale: As set out by the Salaries and Remuneration Commission (SRC)

Requirements for appointment as member, County Executive Audit Committee:

To qualify for appointment to this position, a person must:

- Be a Kenyan citizen;
- Holds at least a degree from an institution recognized in Kenya;
- Have at least 10 years of experience, five (5) of which must be in a senior management position;
- Satisfy the provisions of chapter six of the constitution;
- Not be a past or present employee of the County, and shall not have served as an employee or agent of a business organization which has carried out any business with Makueni County in the last two years;
- Demonstrate understanding of national values and principles of governance Article 10 and values and principles of Public Service Article 232 of the Constitution of Kenya, 2010;
- Demonstrate knowledge and understanding of the object, principles and functions of the Government of Makueni County;
- Possesses a good understanding of government operations;
- Not a holder of a political office; and
- Being a member, in good standing, of a professional body will be an added advantage.

Duties and responsibilities

- Provide oversight on risk management, controls and governance processes and audit affairs of the County Government Committee regarding internal control and audit matters; and
- Follow up on the implementation of the recommendations of internal and external auditors.



HOW TO APPLY

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates and ID card should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
Makueni County Public Service Board
P.O Box 49-90300
MAKUENI.**

OR

Delivered by hand at the reception of Makueni County Public Service Board offices located past Makueni Girls and Opposite Wote Technical Training Institute.

All the applications should reach the Secretary/CEO, Makueni County Public Service Board on or before 5.00 p.m on **Monday, 17th April, 2023.**

NOTE:

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke via
- (ii) Shortlisted candidates will be required to obtain clearance from the following Institutions and the clearance certificates **MUST** be produced during the interviews;
 - The Criminal Investigation Department (CID).
 - Credit Reference Bureau (CRB)
 - The Higher Education Loans Board (HELB).
 - The Kenya Revenue Authority (KRA).
 - The Ethics and Anti-Corruption Commission (EACC)
- (iii) Only shortlisted candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) Shortlisted candidates will be required to produce their original National Identity card, birth certificate, academic and professional certificates and testimonials at the interview.
- (vi) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (vii) Affirmative action as stipulated in the constitution shall be applied.
- (viii) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**

Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD

