

COUNTY ASSEMBLY OF KITUI

Tel: (044)22914,
Email: kituiassembly@gmail.com
Website:
www.kituiassembly.go.ke/



Clerk's Office,
Kitui County Assembly,
P.O. Box 694 – 90200,
Kitui, Kenya

KITUI COUNTY ASSEMBLY SERVICE BOARD

APPLICATION FOR MEMBERSHIP TO THE COUNTY ASSEMBLY AUDIT COMMITTEE (3 POSITIONS)

Pursuant to Section 155 (5) of the Public Finance Management Act, 2012 and regulation 167 (1) of the Public Finance Management (County Governments) Regulations 2015, the Kitui County Assembly Service Board wishes to invite applications from suitably qualified Kenyans for the following positions to the Audit Committee. The Audit Committee will support the Kitui County Assembly Service Board on issues of risk control, governance amongst other responsibilities.

1. CHAIRPERSON OF THE AUDIT COMMITTEE

a) Requirement for Appointment

For appointment to this position, a candidate should: -

- i. 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 ten (10) years in Audit and/or Financial Management/Accounting
- iii. Be a citizen of Kenya
- iv. Should possess strong interpersonal skills
- v. Have a good understanding of the County Assembly operations, Financial Management and reporting or Auditing
- vi. Have a good understanding of the objects, principles and functions of the County Assembly
- vii. Be an affiliate of professional bodies' e.g. ICPAK, ICPSK, ACFE, IIA or other relevant body
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010

- ix. Have the requisite business and leadership skills and shall not be a political office holder

b) Responsibilities

- i. Set the agenda for each meeting with the Committee Members
- ii. Provide oversight on risk management, controls and governance processes and Audit affairs of the County Assembly and make appropriate recommendations to the County Assembly regarding internal control and audit matters
- iii. Follow up on the implementation of the of the recommendations of Internal and External Auditors
- iv. Arrange for a periodic review of the effectiveness of the Audit Committee alongside its Mandate
- v. Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirement
- vi. Provide clarification to members on the audit committee's responsibilities

2. MEMBER, COUNTY ASSEMBLY AUDIT COMMITTEE (2 POSITIONS)

a) Requirement for Appointment

For appointment to this position, a candidate should: -

- i. 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. Be a citizen of Kenya
- iii. Have knowledge and experience of not less than Seven (7) years in: Audit and or Financial Management/Accounting
- iv. Have a good understanding of the County Assembly operations, Financial Management and reporting / Auditing
- v. Have a good understanding of the objects, principles and functions of the County Assembly
- vi. Meet the requirement of Chapter Six of the Constitution of Kenya, 2010
- vii. Have membership of the following professional bodies will be an added advantage: ICPAK, ICPSK, ACFE, IIA or any other relevant body
- viii. Have the requisite business and leadership skills and shall not be a political office holder

b) 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.

NOTE

- a) Members of the Audit Committee shall serve on part-time basis for a period of three years and shall be eligible for re-appointment for a further one term only
- b) The allowance payable to the members of Audit Committee being a public Officer shall be as determined by Salaries and Remuneration Commission (SRC)
- c) The Chairperson of the Audit Committee shall be independent to the County government entities
- d) 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.

Application Process

- i. All applicants should avail copies of current clearance certificates from the Directorate of Criminal Investigations (DCI), Higher Education Loans Board (HELB), Kenya Revenue Authority (KRA), Ethics and Anti-Corruption Commission (EACC) and certificate from the approved Credit Reference Bureau (CRB) during the interview
- ii. Application in a sealed envelope together with a detailed curriculum vitae and copies of professional certificates, national identity card and testimonials should be submitted with the **APPLICATION FOR MEMBERSHIP TO THE KITUI COUNTY ASSEMBLY AUDIT COMMITTEE** so as to be received on or before **29th August, 2023**.
- iii. Only shortlisted candidates will be contacted
- iv. Canvassing for any position whether directly or indirectly will lead to automatic disqualification.

v. Applications should be addressed to:

**THE SECRETARY
KITUI COUNTY ASSEMBLY SERVICE BOARD
P.O. BOX 694 – 90200 KITUI**