

**COUNTY GOVERNMENT OF NYERI
COUNTY PUBLIC SERVICE BOARD**

P.O BOX 90-10100
NYERI, KENYA

Nyeri 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 the Public Finance Management Act 2012 section 155(5) and regulation No. 167(10) of the Public Finance Management Regulations 2015; The County Government of Nyeri calls on all interested and suitably qualified persons to submit applications to serve as chairperson and members of its audit committee.

Chairperson- County Audit Committee one (1) post

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

Requirements for appointment as Chairperson Audit Committee

- Be a Kenyan citizen
- Posses at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- Satisfy the provisions of chapter six of the constitution
- One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nyeri County in the last two years.
- Have at least 10 years of experience in a senior management position, where their scope of work covered the entire organization they were working with.
- Be a member, in good standing, of a professional body such as: IIA, ICPAK, ICPSK;IAK;APSEA;ACFE;LSK and any other relevant professional body.
- Be and independent proactive leader with confidence and high integrity
- Demonstrate a knowledge and understanding of the object, principles and functions of the Government of Nyeri County.
- Demonstrate competence in leadership and business management
- Possesses a good understanding of government operations, financial reporting and auditing
- Possess excellent working knowledge of an audit committees functions and risks management framework
- Possess strong interpersonal skills and time available to develop and monitor the committee agenda
- Not a holder of a political office

Chairperson Audit Committee Job 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 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
- Provide clarification to members on the audit committee's responsibilities

County Audit Committee Members Three (3) posts

Terms of service; 3 years contract on part time renewable for a further one (10 term only subject to performance

Requirements for appointment

- Be a Kenyan citizen
- Be a member, in good standing, of a professional body such as: IIA, ICPAK; CPSK, IAK; APSEA; ACFE; LSK and any other relevant professional body.
- Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nyeri County in the last two years
- Have at least 5 years of experience in a senior management position, where their scope of work covered three entire organization they were working with.
- Demonstrate a knowledge and understand of the object, principles and functions of the government of Nyeri County
- Demonstrate competence in leadership and business management
- Possess a good understating of government operations, financial reporting and auditing.
- Not a holder of a political office.

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,
Nyeri County Public Service Board,
P.O Box 90-10100,
NYERI**

All the applications should reach the Secretary, County Public Service Board, or on before Friday 9th February 2018.

NOTE:

All applicants are required to obtain clearance from the following institutions

- **The Criminal Investigation Department (CID)**
- **The Higher Education Loans Board (HELB)**
- **The Kenya Revenue Authority (KRA)**
- **The Ethics and Anti- Corruption Commission (EACC)**

Only shortlisted candidates will be contacted

Shortlisted candidates will be required to produce their original National Identity Cards, Certificates and Testimonials at the interview

The Nyeri County Government is an equal opportunity employer; Youth, Women, Persons with Disabilities and other Disadvantaged persons are encouraged to apply.

Affirmative action as stipulated in the constitution shall be applied.