



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT:

Applications are invited from suitably qualified and serving employees in the County Government of Nyeri to serve in the below stated positions:

Department of Finance and Economic Planning

- **Director, Audit - Job Group 'R'- One(1) Post**

Department of Water, Irrigation, Environment and Climate Change

- **Director Of Climate Change, Information And Knowledge Management, Job Group 'R'- One (1) Post (Re-advertisement)**

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2019/2020, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000 / 0733977003**

All applications should reach the Secretary on or before **3rd February 2021 at 5.00pm**

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

- **Director, Internal Audit - Job Group 'R' - One(1) Post**

- a) **Duties and Responsibilities**

The Officer will be responsible for the following;

- i. Performing and controlling the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- ii. Determining internal audit scope and develop annual plans
- iii. Obtaining, analyzing and evaluating accounting documentation, previous reports, data, flowcharts etc
- iv. Preparing and presenting reports that reflect audit's results and document process
- v. Acting as an objective source of independent advice to ensure validity, legality and goal achievement
- vi. Identifying loopholes and recommending risk aversion measures and cost savings in the county government
- vii. Maintaining open communication with management and audit committee
- viii. Documenting process and preparing audit findings memorandum
- ix. Conducting follow up audits to monitor management's interventions
- x. Engaging to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards
- xi. Preparing and implementing annual audit work plans, programs and budget; reviewing internal control systems on financial and other operations of the county government.
- xii. Supervising audit staff and maintaining high audit standards and general discipline.
- xiii. Performing any other duty as may be assigned by the supervisor.

b) Requirements for Appointment

- i. Be a Kenyan Citizen
- ii. Possesses Master's degree in Accounting or Finance from a recognized institution in Kenya;
- iii. Possesses a bachelor's degree in any of the following: Economics, Commerce (Finance option), Business Administration, Business Management, Finance, Accounts from a recognized institution in Kenya;
- iv. Certified Public Accountant (CPA-K) or Association of Certified Chartered Accountants(ACCA);
- v. Membership to a professional body (ICPAK or ACCA) in good standing;
- vi. Possesses experience in auditing for at least six (6) years, three of which should be in Senior Management level;
- vii. Possesses advanced computer skills on MS Office, accounting software and database
- viii. Be able to manipulate large amounts of data and to compile detailed reports
- ix. Possesses proven knowledge of auditing standards and procedures, laws, rules and regulations
- x. Be attentive to detail and possesses excellent analytical skills
- xi. Compliance to Chapter Six of the Constitution of Kenya.

DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT AND CLIMATE CHANGE

- **Director Of Climate Change, Information And Knowledge Management, Job Group 'R'- One (1) Post (Re-advertisement)**

Duties and Responsibilities:

- (i) Developing and disseminating county climate change communication, outreach and public education strategy
- (ii) Liaising with the relevant sectors and other climate change stakeholders;
- (iii) Custodian of the county climate change information and knowledge management system;
- (iv) Tracking climate change actions, trends, impacts and implications at the national and county level;
- (v) Capacity building and awareness creation for institutions and stakeholders on climate change;
- (vi) Compiling and documenting of the County Climate Change Secretariat's reports; and

- (vii) Preparing county communications and other international and national reporting requirements.
- (viii) Performing any other duty as may be assigned by the supervisor.

Requirements for Appointment

- (i) A Bachelor's degree in any of the following disciplines: Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Sciences; Economics or any other related fields from a university recognized in Kenya;
- (ii) A Masters Degree in any of the following disciplines: Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Sciences or any other related fields from a university recognized in Kenya;
- (iii) Post-graduation experience of not less than six (6) years in either private or public sector at a senior management position.
- (iv) A thorough understanding of national, regional and international emerging policy and knowledge management issues on Environmental Sustainability and Climate Change.
- (v) Computer literate; knowledge in GIS will be an added advantage
- (vi) Good public relations and resource mobilization skills
- (vii) Demonstrate a high degree of professional and technical competence as reflected in work performance and results;
- (viii) Be a member of a professional body in good standing in their respective fields.
- (ix) Compliance with Chapter Six of the Constitution of Kenya.

Salary: As per Salary and Remuneration Commission (SRC)

Contract: Three (3) years contract.