

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF MACHAKOS
COUNTY ASSEMBLY OF MACHAKOS



County Hall
Along Mwatu wa Ngoma Rd
P O Box 1168 -90100
MACHAKOS – KENYA



Email: assemblymks@gmail.com

COUNTY ASSEMBLY SERVICE BOARD

JOB VACANCY

MEMBER, AUDIT COMMITTEE (ONE POSITION)

Pursuant to Section 73 (5) of the Public Finance Management (PFM) Act, 2012, the PFM (County Government) Regulations, 2015 as well as the guidelines for establishment of Audit Committees in the County Government, the County Assembly Service Board of Machakos seeks to recruit a suitable candidate the position of Member, Audit Committee.

I. DUTIES AND RESPONSIBILITIES

- a) Provide oversight and assurance on governance, risk management and processes and make appropriate recommendations to the Office of the Clerk.
- b) Follow up on the implementation of recommendations by internal and external auditors.
- c) Perform the roles and responsibilities as laid out in the PFM (National Government) Regulations 2015 as well as the Audit Committee Guidelines for National Government, 2016.

II. REQUIREMENTS FOR APPOINTMENT

For appointment to this role, a candidate must

- a) Be a Kenyan citizen.
- b) Possess minimum of a Bachelors' degree from a recognized University in either of the following fields: Accounting, Economics, Procurement, Human Resource or other related fields.
- c) Be a member of a professional body in good standing.
- d) Have experience of at least 5 years at a management level
- e) Have a good understanding of County Assembly operations, financial reporting or auditing.

- f) Have thorough knowledge of the Audit Committee operations, Public Finance Management Act and regulations thereto.
- g) Have a good understanding of the mandate, objects, principles and functions of the County Assembly
- h) Must be persons of integrity and satisfy the requirements of Chapter six of the Constitution on Leadership and Integrity.
- i) Not be a holder of a political office/ past or present employee of the Assembly/ be an agent or employee of a business organization which has carried out any business with the County Assembly OF Machakos for the last two years.

III. TERMS OF APPOINTMENT

- 1. Chairperson and Member of the Audit Committee shall serve on part time basis for a period of three (3) years and shall be eligible for re-appointment for a further one term only subject to satisfactory performance.
- 2. The Member of the Audit Committee shall be paid allowances at rates determined by the Salaries and Remuneration Commission.

HOW TO APPLY

All interested applicants who meet the above requirements should submit their applications by with detailed CV, and copies of relevant academic and professional certificates, Copy of National identification card or passport and other relevant testimonials in a sealed envelope addressed to:

The Secretary
County Assembly Service Board of Machakos
P.o Box 1168-90100
MACHAKOS

The application should be **HAND DELIVERED** at the **County Assembly of Machakos Premises , Machakos, Along Mwatu wa Ngoma Rd (Clerk’s Reception)** by **28th February, 2024 by Close of Business 5:00pm**

County Assembly of Machakos is an equal opportunity employer, therefore, people with disabilities, the marginalized and the minorities are encouraged to apply.

