

COUNTY GOVERNMENT OF KILIFI



COUNTY ASSEMBLY OF KILIFI COUNTY ASSEMBLY SERVICE BOARD DECLARATION OF VACANCY: AUDIT COMMITTEE MEMBER (FEMALE-ONE POSITION)

JOB TYPE: CONTRACT (PART-TIME)

LOCATION: MALINDI

BACKGROUND/JOB DETAILS

Sections 73(5), 155 (5) of the Public Finance Management Act, 2012 and **Regulations 167, 168, 169, 170** of the Public Finance Management (County Governments) Regulations 2015, requires each public entity to establish an Audit Committee whose responsibilities and roles are as spelt out by the Regulations. The County Assembly Service Board of Kilifi invites applications from suitably qualified persons for the position of —

i. Member, County Assembly Audit Committee – (Female-One Position)

DUTIES OF THE AUDIT COMMITTEE:

The main function of the Audit Committee shall be to —

- Support the accounting officer with regard to their responsibilities for issues of risk, control and governance and associated assurance: Provided that the responsibility over the management of risk, control and governance processes remains with the management of the concerned county government entity; and
- Follow up on the implementation of the recommendations of internal and external auditors.

TERMS OF EMPLOYMENT:

Members of Audit Committee shall be appointed for a term of **three years** and eligible for re-appointment (subject to performance) for a further **one term only**.

REMUNERATION:

Members of the Audit Committee shall be paid an allowance on account of attendance of audit committee meetings as per prescribed guidelines by the relevant authorities.

SPECIFIC REQUIREMENTS FOR THE AUDIT COMMITTEE MEMBERS:

A member of the audit committee shall —

- i. Have a minimum of a degree from a recognized University;
- ii. Be a citizen of Kenya;
- iii. Have knowledge and experience of not less than five (5) 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. 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.

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.

PLEASE NOTE THAT:

- (i) A person **shall not** be qualified for appointment as a member of Audit committee if the person —
 - Is a past or present employee of County Government of Kilifi or a political office holder;
 - Has served as an employee or an agent of a business organization which has carried out any business with the County Government of Kilifi for the last two years.
- (ii) Interested applicants should also submit certificates of clearances from the Ethics & Anti-Corruption Commission, Higher Education Loan Boards, Kenya Revenue Authority and Certificate of Good Conduct as part of the Compliance with the Provisions of Chapter Six of the Constitution of Kenya, 2010

APPLICATION PROCESS

- I. Interested and qualified persons are requested to make their applications **ONLINE** through the County Assembly website jobs portal: **<https://www.kilifiassembly.go.ke>**. **OR** the applications should be **SENT OR HAND-DELIVERED** to the Office of the Clerk at the County Assembly of Kilifi Buildings to reach the Office on or before **Wednesday, 21st May 2025 at 5:00 p.m.** through the address below:

**The Clerk/Secretary,
Kilifi County Assembly Service Board,
P.O. Box 332-80200,
Malindi-Kenya.**
- II. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- III. Only shortlisted candidates will be contacted and **canvassing will lead to automatic disqualification.**
- IV. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

**CPA, Michael B. Ngala,
Clerk of Assembly/Secretary, County Assembly Service Board,
County Assembly of Kilifi.**