



# THE COUNTY GOVERNMENT OF WEST POKOT

When replying please quote  
Our Ref: WPC/CPSB/ADVERT/9/24

P.O. BOX 577 - 30600  
KAPENGURIA

## COUNTY PUBLIC SERVICE BOARD

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25<sup>h</sup> September 2024

### RE-ADVERTISEMENT.

#### **CHAIRPERSON-WEST POKOT COUNTY AUDIT COMMITTEE (1 POST)**

##### **Requirements for Appointment:-**

To serve as Chairperson of the AUDIT committee, the applicant must meet the following minimum qualification:

- Be Kenyan citizen;
- Bachelor's degree in any of the following: -Accounting, Auditing, Risk Management, Finance, Economics, Commerce, Business Administration (Accounting option) from a university recognized in Kenya.
- A master's Degree will be an added advantage;
- Professional qualifications relevant to their field and;
- Be a registered member of ICPA(K)and in good standing ;At least ten(10) years professional experience at senior management level in the wider public service or private sector;
- Have a thorough understanding of the relevant legislations, best practices and emerging issues in Accounting ,Auditing, Risk Management ,Finance Economics Business Administration Procurement, Law and other related fields;
- Have a good understanding of the County Government operations and financial management reporting and auditing;
- Be knowledgeable of the Government affairs with requisite business and leadership skills;
- Meet the requirements of chapter six of the Kenyan Constitution 2010;
- Shall NOT be a political office holder; and
- 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 West Pokot County in the last two years.

## **Duties and Responsibilities:-**

The major roles of the Committee shall be to:

- Evaluate whether processes are in place to address key roles and responsibilities in relation to risk management;
- Perform an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process;
- Monitor the effectiveness of the County's performance information and compliance with the performance management framework and performance reporting require;
- Evaluate the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting;
- Engage with external audits and assess the adequacy of management response to issues identified by audits;
- Review the effectiveness of how the County monitors compliance with relevant legislative and regulatory requirements and promote a culture committed to lawful and ethical behavior;
- Follow up on the implementation of the recommendations of internal and external auditors;
- Facilitate the disposal of all Public Accounts Committee/Public Investment Committee recommendations;
- The Chairperson's role will be to provide overall leadership to the Committee on the roles listed above.

## **TERMS OF SERVICE**

- Members of the Audit Committee shall serve on a Part –Time Basis for a period of three years and shall be eligible for re-appointment for a further for a further one term only, subject to performance ;and
- Despite the provision of (a) above, after the expiry of every term, at least one third of the committee shall retire and shall not be eligible for re-appointment.

## **OTHER REQUIREMENTS**

Shortlisted candidates will be expected to present the following clearance Certificates to fulfill the requirements of Chapter Six of the Constitution of Kenya 2010 and the Leadership and Integrity Act:

- Tax Compliance Certificate from Kenya Revenue Authority.
- Clearance Certificate from Higher Education Loans Board.
- Clearance from the Ethics and Anti-Corruption Commission.
- Certificate of Good Conduct from the Directorate of Criminal Investigations. □ Clearance from an approved Credit Reference Bureau.

Interested persons who meet the above minimum criteria are requested to submit applications enclosing a curriculum vitae (CV) and copies of relevant academic and professional certificates. The CV must at the minimum provide details of current employer, contacts of three (3) referees familiar with the applicant's professional and work record.

**How to Apply:**

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity card or Passport, and Clearance certificates indicating the position applied for on top of the envelope and addressed to ;-

**SECRETARY/CEO**

**COUNTY PUBLIC SERVICE BOARD**

**P.O Box 577 – 30600**

**KAPENGURIA**

Applications should be received on or before 9<sup>th</sup> October, 2024 at 5.00 pm.

**N/B: - Applicants can access vacancies details from our website [www.westpokot.go.ke](http://www.westpokot.go.ke)**