



**MAKUENI COUNTY PUBLIC SERVICE BOARD**  
**P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751**  
**Email: cpsb@makueni.go.ke**  
**Web: www.makuenipsb.go.ke**

### JOB VACANCIES

#### DEPARTMENT OF FINANCE, PLANNING, BUDGET AND REVENUE

Makueni County Public Service Board invites competent and qualified persons to fill the following vacant positions pursuant to the Public Finance Management Act, 2012 Section 155 Subsection 5; Gazette Notice No 2690 of 15<sup>th</sup> April 2016; and regulations 167 and 168 of the Public Finance Management Regulations (2015).

#### 1. **Position: Chairperson, County Executive Audit Committee - One (1) Post**

#### **Requirements for appointment as Chairperson, County Audit Committee:**

To qualify for appointment to this position, a person must:

- Be a Kenyan citizen.
- Holds at least a Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting option) from an institution recognized in Kenya;
- Be a member, in good standing, of a professional body such as ICPAK, ACCA, ACA, CIMA and any other relevant professional body;
- Have at least 10 years of experience, five (5) of which must be in a senior management position;
- Satisfy the provisions of Chapter Six of the Constitution.
- Not a past or present employee of the County, and shall not have served as an employee or agent of a business organization which has carried out any business with Makueni County in the last two years;
- Demonstrate understanding of national values and principles of governance referred in Article 10 and values and principles of Public Service referred in Article 232 of the Constitution of Kenya, 2010;
- Demonstrate knowledge and understanding of the objects, principles and functions of the Government of Makueni County;
- Demonstrate expertise in audit, financial management, or accounting with experience in public service or devolved system of government and knowledge in risk management;
- Possess a good understanding of government operations and financial reporting
- Not a holder of a political office; and
- Holders of Certified Information Systems Audit from ISACA and CIA holders from IIA Global will have an added advantage.



### **Duties and responsibilities**

- Provide strategic direction to the Audit Committee;
- 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;
- 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; and
- Provide clarification to members on the audit committee's responsibilities.

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

## **2. Position: Member, County Executive Audit Committee - Three (3) Posts**

### **Requirements for appointment as member, County Executive Audit Committee:**

To qualify for appointment to this position, a person must:

- Be a Kenyan citizen;
- Holds at least a Bachelor's degree from an institution recognized in Kenya;
- Have at least 10 years of experience, five (5) of which must be in a senior management position;
- Satisfy the provisions of Chapter Six of the Constitution;
- Not a past or present employee of the County, and shall not have served as an employee or agent of a business organization which has carried out any business with Makueni County in the last two years;
- Demonstrate understanding of national values and principles of governance referred to in Article 10 and values and principles of Public Service referred to in Article 232 of the Constitution of Kenya, 2010;
- Demonstrate knowledge and understanding of the objects, principles and functions of the Government of Makueni County;
- Possesses a good understanding of government operations;
- Not a holder of a political office; and
- Being a member, in good standing, of a professional body will be an added advantage.

### **Duties and responsibilities**

- Provide oversight on risk management, controls and governance processes and audit affairs of the County Executive regarding internal control and audit matters; and
- Follow up on the implementation of the recommendations of internal and external auditors.

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



## HOW TO APPLY


Written applications enclosing duly filled Makueni County Job Application Form (*Revised 2022*) current Curriculum Vitae, Copies of academic and professional certificates and ID card clearly indicating the position applied for on the sealed **ENVELOPE** should be submitted to:

**The Secretary/CEO  
Makueni County Public Service Board  
P.O. Box 49 - 90300  
MAKUENI**

Or delivered by hand at the reception desk at Makueni County Public Service Board Offices located past Makueni Girls, Opposite Wote Technical Training Institute to be received on or before **5:00 p.m. on Wednesday, 8<sup>th</sup> February 2023.**

### NOTE:

- (i) The Makueni County Job Application Form can be downloaded from the County Public Service Board website; via <https://makuenipsb.go.ke/ourservices/job-application-form/>
- (ii) Shortlisted candidates will be required to obtain clearance from the following institutions and the clearance certificates **must** be produced during the interviews;
  - The Criminal Investigation Department (CID).
  - Credit Reference Bureau (CRB)
  - The Higher Education Loans Board (HELB).
  - The Kenya Revenue Authority (KRA).
  - The Ethics and Anti-Corruption Commission (EACC)
- (iii) Only shortlisted candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) Shortlisted candidates will be required to produce their original National Identity card, birth certificate, academic and professional certificates and testimonials at the interview.
- (vi) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (vii) Affirmative action as stipulated in the Constitution shall be applied.
- (viii) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**

**SECRETARY  
MAKUENI COUNTY PUBLIC  
SERVICE BOARD**  
  
**25 JAN 2023**  
**P. O. Box 49 - 90300,  
MAKUENI**  
**Secretary/CEO**  
**MAKUENI COUNTY PUBLIC SERVICE BOARD**