



REPUBLIC OF KENYA
COUNTY ASSEMBLY OF MARSABIT



**DECLARATION OF VACANCIES
AUDIT COMMITTEE**

ORGANIZATION : COUNTY ASSEMBLY SERVICE BOARD OF MARSABIT
JOB TYPE : CONTRACT (PART-TIME)
LOCATION : MARSABIT

BACKGROUND/JOB DETAILS

Section 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 Marsabit invites applications from suitably qualified persons for the positions of –

- (i) Chairperson, County Assembly Audit Committee (1 Position); and**
(ii) Member, County Assembly Audit Committee – (2 Positions)

DUTIES OF THE AUDIT COMMITTEES

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.

QUALIFICATIONS

- Interested candidates should have a minimum of a degree from a recognized university and have knowledge and experience of not less than 5 years in Accounting, Auditing, Finance, Economics, Security/Risk Management, Law or any other relevant field.
- All Members of the Audit Committee shall –
 - Have a good understanding of the County Governments operations, financial management and reporting or auditing;
 - Have a good understanding of the objects, principles and functions of the County Assembly of Marsabit;
 - Meet the requirements of Chapter Six of the Constitution; and
 - Be a member of a professional body in good standing. A certificate of good standing should be produced at the interview.

SPECIFIC REQUIREMENTS FOR THE CHAIRPERSON

The Chairperson of the audit committee shall –

- Be Independent to the County Government entities;
- Be Knowledgeable of the organization;
- Have the requisite business and leadership skills;
- Shall not be a political office holder;
- NOT** serve concurrently as a member of any other committee of the County Assembly.

PLEASE NOTE THAT:

- A person **shall not** be qualified for appointment as a member of Audit committee if the person (s) –
 - Is a past or present employee of County Government of Marsabit or a political office holder;
 - Has served as an employee or an agent of a business organization which has carried out any business with County Government of Marsabit for the last two years.

APPLICATION PROCESS

- Application in a sealed envelope together with the detailed curriculum vitae, copies of academic and professional certificates, national identity card, testimonials, clearances and any other relevant supporting documents, clearly marked with **Application for "Position"** e.g., **Application for Member or Chairperson, County Assembly of Marsabit Audit Committee** should reach the undersigned on or before **22nd September, 2023 by close of business.**

**The Clerk/Secretary,
County Assembly of Marsabit,
P.O. Box 29-60500
Marsabit, Kenya.**

- Only shortlisted candidates will be contacted and **canvassing will lead to automatic disqualification.**
- The County Assembly of Marsabit is an equal opportunity employer. Women and Persons living with disability are encouraged to apply.
- Application forms and further information on the vacancies will be available at <https://www.marsabitassembly.go.ke>.