



## COUNTY GOVERNMENT OF KIRINYAGA COUNTY PUBLIC SERVICE BOARD

The Kirinyaga County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

### **A. HEAD OF INTERNAL AUDIT - Job Ref: KCPSB/IA/10/2013** **Job Group: Q**

#### **Terms of Service: Contract**

Reporting to the County Governor, the Officer will be Head of the Internal Audit Unit and will be responsible for ensuring the efficient management of Internal Audit Services in the County.

#### **Duties and Responsibilities**

1. Initiating and formulating Internal Audit Policies and regulations
2. Plan, organize, direct, coordinate and control of internal audit services
3. Executing proposals to integrate ICT into viable Internal Audit operations
4. Developing new initiatives aimed at improving Internal Audit operational efficiencies
5. Analyzing the impact of Internal Audit policies and regulations
6. Establish risk based audit plans consistent with County objectives
7. Carrying out investigations of any suspected fraudulent and corrupt activities within the County
8. Coordinating audit efforts with external auditors
9. Providing secretarial services to the audit committee
10. Preparing timely and accurate audit reports for presentation to the management and audit Committee
11. Following up to ensure implementation of audit recommendations
12. Confirming compliance with statutes, regulations and government guidelines
13. Ensuring training and development and appraisal of Audit Staff
14. Any other duties as may be assigned

#### **Key Requirements for Appointment:**

1. Be a Kenyan citizen
2. Have a Bachelor of Commerce (Finance, Accounting and Business Administration), Economics Degree or its equivalent.
3. Possession of post-graduate qualification will be an added advantage.
4. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
5. Have relevant knowledge and experience of not less than five (5) years in Public Service or the private sector.
6. Membership to Institute of Internal Auditors of Kenya (IIAK) and Association of certified Fraud Examiners (CFE) will be an added advantage
7. Have capacity to work under pressure to meet strict timeliness.
8. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
9. Satisfies the requirements of Chapter six of the constitution.
10. Demonstrate understanding and commitment to the value and principles as outlined in articles 10 and 232 of the Constitution of Kenya.
11. Have knowledge of computerized accounting.

### **B. HEAD OF BUDGET- Job Ref: KCPSB/B/11/2013** **Job Group: Q**

#### **Terms of Service: Contract**

Reporting to the County Chief Officer, Finance, Economic Planning and Marketing the Officer will be Head of the Budgetary Supply Unit and will be responsible for ensuring the efficient management of Budget Expenditure Services in the County.

#### **Duties and Responsibilities:**

1. Consolidating and prioritizing of areas for allocation of Public resources for the county.
2. Identifying programmes at the county level by consolidating programmes at the sub county levels for inclusion in the project based budget.
3. Issuing guidelines on the budget process to be followed by all County Government entities.
4. Preparing and submitting the County Fiscal Strategy Paper (CFSP) in line with the national objectives in the budget policy strategy to the County Executive Committee.
5. Consolidating and rationalizing budget proposals from all Departments.
6. Preparing and submitting the County Budget Review outlook paper to the County Executive Committee.
7. Publishing and Publicizing the County Budget Outlook Paper.
8. Preparing the annual and revised estimates for presentation to the County Assembly.
9. Preparing relevant Bills for submission to the County Assembly.
10. Dealing with County Assembly Questions and issues pertaining to expenditure, monitoring and control.
11. Advising the County Treasury on Budget Management and Assessing the risks involved in new and existing budget policies.
12. Reviews operating budgets periodically to analyze trends affecting budget needs
13. Consults with unit heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.
14. Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets and to justify funds requested.
15. Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports
16. Providing leadership in budget management in the County.

#### **Key Requirements for Appointment:**

1. Be a Kenyan citizen
2. Have a Bachelor of Commerce (Finance, Accounting and Business Administration), Economics Degree or its equivalent from a university recognized in Kenya.
3. Possession of post-graduate qualification will be an added advantage
4. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
5. Be able to demonstrate familiarity with Public Financial Management and Accounting systems
6. Have relevant knowledge and experience of not less than five (5) years in Public Service or the private sector
7. Satisfies the requirements of Chapter six of the constitution.
8. Demonstrate understanding and commitment to the value and principles as outlined in articles 10 and 232 of the Constitution of Kenya
9. Have knowledge of computerized accounting.

#### **Remuneration for both positions**

1. Basic Salary: Ksh. 89,748 – 120,270 p.m.
2. House Allowance: Ksh. 40,000 p.m.
3. Other Allowances: Ksh. 14,000 p.m.
4. Medical Cover
5. Annual leave allowance

If you believe you fit the required profile, please send your applications in confidence to:

#### **How to Apply**

All applications should be sent by post quoting the job reference number on the subject of the application and on the envelop. Applications can also be hand delivered to the County Governor's office, Kirinyaga at the County Public Service Board Office on or before **8<sup>th</sup> January 2014**.

#### **Note**

**All applicants are required to obtain clearance from the following institutions;**

1. The Criminal Investigation Department (CID)
2. The Higher Education Loans Board (HELB)
3. The Kenya Revenue Authority (KRA)
4. The Ethics and Anti –Corruption Commission (EACC)
5. Credit Reference Bureau
6. Copies of these certificates must be attached to the applications.

Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to produce their original National Identity Cards and Testimonials, Clearance Certificates from CID, HELB, KRA, EACC, CRB and Professional Body during the interview.

The Kirinyaga County Government is an equal opportunity employer. Women, Persons with Disabilities and other disadvantaged persons who meet the specified requirements are encouraged to apply.

The Salary and benefits attached to each post may be subject to review as would be advised by Salaries and Remuneration Commission.

Secretary  
Kirinyaga County Public Service Board  
P.O Box 260  
KUTUS