

COUNTY GOVERNMENT OF KIRINYAGA



COUNTY PUBLIC SERVICE BOARD

The Kirinyaga County Public Service Board is pleased to invite applications from suitably qualified, motivated and Pro-active individuals to fill up the following vacant positions;

1. AUDIT COMMITTEE - (4 POSTS)

Job Ref: KCPSB/AC/01/15/11/23

Terms of Service: Three Years Contract on part time basis

The members will draw an allowance determined by the Salaries and Remuneration Commission (SRC).

Duties, responsibilities, roles and mandate

The Audit Committee shall: -

- Obtain assurance from management that all financial and non-financial internal control and risk management functions are operating effectively and reliably.
- Provide an independent review of the County's reporting functions to ensure the integrity of financial reports.
- Monitor the effectiveness of the County's performance management and performance information and review the County's internal financial controls (that is, the systems established to identify, assess, manage and monitor financial risks).
- Provide strong and effective oversight of the County's internal audit function, monitor and review the effectiveness of the entity's internal audit function.
- Provide effective liaison and facilitate communication between management and external audit, review and approve the internal audit function's, having regard to the complementary roles of the internal and external audit functions.
- Provide oversight of the implementation of accepted audit recommendations.
- Ensure the county effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behavior.
- Act as a forum for dialogue between the Accounting Officer, County Executive Committee and the internal and external auditors to help facilitate a better

awareness of each party's responsibilities and provides a more efficient and coordinated audit process.

- Promote the integrity and quality of internal and external reports by providing a high level of assurance and check.
- Foster and promote a more effective and efficient audit process by providing an independent review of the internal audit annual work plan and reports.
- Provide a 'no surprises' environment in the County, particularly with regard to the prompt identification of risks and threats to the entity.
- Provide a depth of knowledge that assists management discharge its responsibilities in the most effective and efficient manner.
- Drive the assessment of the performance of the head of internal audit.
- Examine internal and external audit reports and recommendations after management response to ensure action is taken.
- Communicate with the internal and external auditors on;
 - a. the changing business environment;
 - b. changing financial reporting requirement;
 - c. Audit findings, including comments on governance, risk and controls;
 - d. proposed audit scope and audit coverage and approaches with respect to complex, high risks, and judgment areas and;
 - e. Management response to specific audit recommendations.
- Evaluate whether processes are in place to address key roles and responsibilities in relation to risk management.
- Evaluate the adequacy of the control environment to provide reasonable assurance that the systems of internal control are of a high standard and functioning as intended.
- Perform an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process.
- Monitor the effectiveness of an entity's performance information and compliance with the performance management framework and performance reporting requirements.
- Evaluate the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting.
- Engage with external audit and assessing the adequacy of management response to issues identified by audit.
- Review the effectiveness of how the entity monitors compliance with relevant legislative and regulatory requirements and promote a culture committed to lawful and ethical behavior.
- Review, and report to H.E. Governor on the significant financial reporting issues and judgements made in connection with the preparation of the County's financial statements, interim reports, preliminary announcements and related formal statements.
- Consider significant accounting policies, any changes to them and any significant estimates and judgements.
- Consider whether the County has adopted appropriate accounting policies and, where necessary, made appropriate estimates and judgements.

- Review the clarity and completeness of disclosures in the financial statements and consider whether the disclosures made are set properly in context.
- Where, following its review, the audit committee is not satisfied with any aspect of the proposed financial reporting by the entity, it shall report its views to the H.E. Governor.
- Review related information presented with the financial statements, including the business review, and approve corporate governance statements included in the annual report relating to the audit and to risk management.
- Where requested by H.E. Governor, the audit committee should review the content of the annual report and accounts and advise the Committee on whether, taken as a whole, it is fair, balanced and understandable and provides the information necessary for stakeholders to assess the County's performance, business model and strategy.
- The audit committee should review arrangements by which staff of the entity or any other person may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters.
- Perform any function provided for in the relevant legislation, regulations and/or Circulars

Requirements for appointment

- Be a Kenyan Citizen.
- Must be a holder of at least Bachelor Degree in a relevant field in Finance, Economics, Statistics, and Business administration, Accounting or Law.
- Must be knowledgeable in Government Affairs, have leadership skills and shall not be a holder of a political office.
- Must not be past or present employee of the County or an agent of a business organization, which has carried out business with the County Government of Kirinyaga.
- Must be affiliated to professional bodies e.g. ICPA (K). ACFE, LSK, EBK and IIA or any other relevant body.
- Must possess good understanding of Government operation, financial reporting and auditing.
- Must possess good knowledge of objects, principles or function of County Government.
- At least 10 years' experience in relevant field

2. SUPERINTENDING ENGINEER (MECHANICAL – BUILDING SERVICES) – JOB GROUP CPSB 08 (1 POST)

Job Ref: SE/MBS/ 02/15/11/23

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

Reporting to the Director Public Works, an officer at this level will be required to undertake the following duties and responsibilities: -

- Design and drawing of mechanical systems within County Government Buildings and Construction Works, such as ventilation, air conditioning and fire protection.
- Apply technology like Building Information Modelling (BIM) to provide accurate and holistic designs.
- Analyze problems, perform calculations, supervise work, and carry out end-of-work inspections to ensure quality, efficiency, and affordability throughout the lifecycle of a project.
- Preparation of specifications for new equipment.
- Carry out and monitor the installation process of the equipment to their appropriate places, test-run to check for any faulty parts, and ensure that they are used and maintained following industry recommendations and standards.
- Collaborate with other professionals like Electrical Engineers, Structural Engineers, Civil Engineers, Project managers to deliver quality work.
- Repair and maintenance of mechanical installations in waterworks, offices, workshops, conference complexes and other government facilities.
- Ensure that all County Government Buildings Services meet health and safety requirements and environmental legislation.
- Preparation of Bills of Quantities and processing of tenders for mechanical installation work.
- Any other relevant duties that may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- Served in the grade of Assistant Engineer II (Mechanical – Building Services) or a comparable and relevant position in the Public or private sector for at least three (3) years.
- A Bachelor's Degree in Mechanical Engineering or any other relevant and equivalent qualification from a recognized institution.
- Been registered by Engineers Registration Board of Kenya.
- Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution.
- Shown merit and ability as reflected in work performance and results.

NB; Salary and benefits attached to this post are as per the guidelines by Salaries and Remuneration Commission (SRC).

How to Apply

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- PIN Certificate,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope. Applications should be addressed to:

The Secretary

County Public Service Board

P O Box 260 - 10304

KUTUS

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Applicants should seek clearance and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **Friday, 1st December 2023.**

NOTE

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Prospective candidates are encouraged to visit our website:

www.kirinyaga.go.ke for more details.

The Kirinyaga County Government is an equal opportunity employer.