

# COUNTY GOVERNMENT OF BUSIA



## COUNTY ASSEMBLY OF BUSIA

### VACANCY

### COUNTY ASSEMBLY AUDIT COMMITTEE MEMBERS( 3 Positions)

ADVERT NO. 3/2024/2025

DATE: 11<sup>th</sup> February, 2025

Pursuant to section 73(5) of the Public Finance Management Act,2012 and Public Finance Management (Regulations)2015, the County Assembly of Busia invites applications to fill the positions of the Audit Committee Members.

#### Terms of Service

1. Member of the committee shall be appointed for a term of three (3) years, renewable for a further one term subject to satisfactory performance
2. Serve on a part time basis
3. Allowances to be paid at rates determined by the Salaries and Remuneration Commission

#### Requirements for Appointment

For appointment to this grade, a candidate must:

- i) Have served at least ten (10) years professional experience in any of the following fields, Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management or any other related field at senior management level in a reputable public or private organization
- ii) Have a Bachelors degree in any of the following; Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management, Law or any other relevant field from a university recognized in Kenya
- iii) Be a current member of and in good standing with a relevant and recognized professional body such as Institute of Certified Public Accountants of Kenya(ICPAK), Institute of Human Resource Management(IHRM), Law Society of Kenya e.t.c
- iv) Not be present or past employee or an agent of the County Assembly of Busia Service Board for the last two(2) years
- v) Be compliant with the requirements of chapter six of the Constitution on leadership and integrity, and must obtain clearances from the following institutions, Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Higher Education Loans Board; any of the Credit Reference Bureaus and Criminal Investigations Directorate

- vi) Have demonstrated professional competence, strong interpersonal skills, administrative capabilities and initiative in the general organization and management
- vii) Have a thorough understanding of relevant legislation, best practices and emerging issues in Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management and related fields
- viii) Have a good understanding of the mandate of the County Government as well as National operations and financial management;
- ix) Masters degree in Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management or any other relevant field from a university recognized in Kenya will be an added advantage.

### **Duties and Responsibilities:**

1. Provide strong and effective oversight of the County Assembly of Busia Internal Audit function
2. Monitor the effectiveness of the County Assembly's performance management and performance information
3. Promote effective and efficient audit process by providing an independent review of the Internal Audit work plans and reports
4. Evaluate internal and external reports and make appropriate recommendations
5. Undertake independent reviews of the County Assembly's financial statements
6. Ensure the integrity and transparency of County Assembly's financial reporting process
7. Review the level of compliance with relevant legislative and regulatory requirements and promote a culture committed to lawful and ethical behavior

### **How to apply:**

All applicants should submit their applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials, National Identity Card or Passport and any other supporting documents by

**Wednesday 19<sup>th</sup> February, 2025** to:

The Secretary  
Busia County Assembly Service Board  
P.O. Box 1018-50400  
**Busia-Kenya**

Hand delivery applications can be submitted to the **Office of the Clerk to the County Assembly/ the Secretary to the Service Board** during official working hours.



Mr. Gabriel Erambo  
**Secretary County Assembly Service Board**