

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KAKAMEGA
COUNTY PUBLIC SERVICE BOARD

PUBLIC NOTICE

I. CANCELLATION OF INTERVIEWS HELD FROM 16TH TO 29TH JUNE 2015

The Public is hereby informed that interviews for the following positions carried out between 16th and 29th June, 2015 have been nullified.

A. DEPARTMENT OF INTERNAL AUDIT

1. Principal Auditor Job Group 'N' (3 Posts)
2. Senior Auditor Job Group 'L' (2 Posts)
3. Internal Auditor I Job Group 'K' (3 Posts)
4. Audit Assistant Job Group 'J' (3 Posts)

TREASURY AND ECONOMIC PLANNING

1. Accountant 1 Job Group 'K' (7 Posts)
2. Accountant II Job Group 'J' (5 Posts)

II. RE-ADVERTISEMENT

The following positions are hereby re-advertised. Applications to fill the vacant positions are invited as follows:-

A. DEPARTMENT OF INTERNAL AUDIT

1. PRINCIPAL AUDITOR JOB GROUP 'N' (3 POSTS)

The Principal Auditor will report to the Deputy Head of Internal Audit Services and will be deployed to any of the three Audit Zonal offices.

Duties and Responsibilities:-

- Heading the County's internal audit office;
- Organising audit teams for various audit assignments;
- Supervising several audit teams working simultaneously;
- Ensuring that audit files are organised in a systematic manner;
- Preparing specific audit assignment plans and programmes;

- Reviewing audit files and reports prepared by auditors working under them;
- Assisting in the preparation of periodic audit work plans; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan Citizen;
- A University Degree in Commerce, Accounting, Finance, Business Administration or a related field
- CPA (K), CA, ACCA or acceptable equivalents;
- Must have served as an Audit Manager in a reputable audit firm or organisation for at least three (3) years;
- Must have analytical skills;
- Computer literate with hands-on experience with Computer Assisted Audit Tools and Techniques (CAATTs);
- Additional professional qualifications i.e. CISA, CIA, CFE, will be an added advantage;
- Must have a demonstrated ability of working in a multi-disciplinary team;
- Possess supervisory and managerial skills; and
- Have good interpersonal and communication skills.

2. SENIOR AUDITOR JOB GROUP 'L' (2 POSTS)

Senior Auditors will report to the Principal Auditor and will be deployed to any of the three audit zonal offices.

Duties and Responsibilities:-

- Assisting the Principal Auditors in managing the Sub-Counties of a given zone;
- Supervising several audit teams working simultaneously;
- Performing initial reviews of the audit reports and audit files;
- Assisting in preparation of specific audit assignment plans and programmes;
- Performing audit tests on the internal controls in accounting, administrative and operational procedures; and
- Any other duties as may be assigned from time to time.

Requirements for appointment:-

- Be a Kenyan Citizen;
- CPA (K), CA, ACCA or acceptable equivalents;
- A University Degree in Commerce, Accounting, Finance, Business Administration or a related field will be an added advantage;
- Must have served as an Auditor in a reputable Audit firm or organisation for at least two (2) years;
- Must have analytical skills;
- Be computer literate and familiar with Computer Assisted Audit Tools and Techniques (CAATTs);
- Have a clear understanding of County laws;
- Possess supervisory and managerial skills;
- Be a team player; and
- Have good interpersonal and communication skills.

Terms of Service: Permanent & Pensionable

