

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

ADVERTISING VACANCIES

Pursuant to the constitution of Kenya (2010) and the County Government Act No. 17 of 2012, the county Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions:

RE - ADVERTISEMENT

POSITION: PRINCIPAL AUDITORS JOB GROUP 'N' (2 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
- Carrying out any other duties as may be assigned to them by the Head of Internal Audit Services

Requirements

- 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 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
- Have good interpersonal and communication skills

POSITION: AUDIT ASSISTANTS JOB GROUP 'J' (3 POSTS)

An Officer at this level will report to the Internal Auditor and will be deployed to any of the three Audit Zonal offices.

Duties and Responsibilities

- Carrying out audit tests on internal controls in accounting, administration and operational procedures
- Ensuring that all working papers are documented and well referenced

- Ensuring that the audit file is complete and well referenced
- Any other duties as may be assigned from time to time

Requirements for appointments

- CPA part II or its acceptable equivalent and should be willing to pursue further professional qualifications
- OR**
- Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration with (Accounting option) from a recognized institution or any other relevant equivalent qualification
 - Basic training in County laws
 - Computer literacy
 - Good interpersonal and communication skills
 - Be a team player

Terms of service: Permanent and Pensionable

DEPARTMENT OF TREASURY AND ECONOMIC PLANNING

POSITION: ACCOUNTANT II JOB GROUP 'J' (2 POSTS)

An Officer at this position will be responsible for performing a variety of accounting tasks under guidance of a Senior Officer.

Duties and Responsibilities

- Preparation and verification of vouchers in accordance with the laid down rules and regulations
- Carrying out routine accounting tasks such as balancing of cashbooks, imprest and advances ledgers
- Ensuring safe custody of Government records and assets under him/her
- Receiving duly processed payments and receipt vouchers
- Writing cheques and posting payments and receipt vouchers

Requirements

- A Pass in Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration with (Accounting option) from a recognized institution or any other relevant equivalent qualification

Terms of service: Permanent and Pensionable

NOTE: Applicants are required to get clearance from the under listed organizations to meet the requirements of chapter 6 of the Constitution of Kenya 2010:-

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-corruption Commission
- Criminal investigation Department.
- Credit Reference Bureau

Copies of the mentioned clearances **MUST** be attached to the applications

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 to:

**THE SECRETARY / CEO
COUNTY PUBLIC SERVICE BOARD
P.O BOX 458-50100
KAKAMEGA**

The position applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their Sub-county and Ward of residence. Hand delivered applications to be submitted at the County Public Service Boards reception located at the Former Provincial Headquarters, Block 'B' 2nd Floor. All applications should reach this office on or before 19th May, 2016.

County Government of Kakamega is an equal opportunity employer. Female candidates and persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification.

SECRETARY/CEO