

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

3. INTERNAL AUDITOR I JOB GROUP 'K' (3 POSTS)

An Officer at this level will report to the Senior Auditor and will be deployed to any of the three (3) Audit Zonal offices.

Duties and Responsibilities:-

- Assisting in the preparation of specific audit assignment plans and audit programmes;
- Performing audit tests on the internal controls in accounting, administrative and operational procedures;
- Ensuring that the audit findings are properly documented;
- Preparing draft audit reports detailing audit findings; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan Citizen;
- CPA Part II or its equivalent;
- A Bachelor's Degree e.g. B. Com. (Accounting) option will be an added advantage;
- Basic training in applicable laws and regulations governing County operations;
- Computer literacy; and
- Good interpersonal and communication skills.

Terms of Service: Permanent & Pensionable

4. AUDIT ASSISTANT 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; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan Citizen;
- CPA part I or its acceptable equivalent and should be willing to pursue further professional qualifications;
- Basic training in County laws;
- Computer literacy;
- Good interpersonal and communication skills; and
- Be a team player.

Terms of Service: Permanent & Pensionable

B. TREASURY AND ECONOMIC PLANNING

1. ACCOUNTANT 1 JOB GROUP 'K' (7 POSTS)

Duties and Responsibilities:-

- Manage and supervise accounting operations in an Accounting Unit in a Ministry/Department;
- Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers;
- Preparation of simple management reports e.g. imprest and expenditure returns etc. ;
- Ensuring of 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 in the cash books;
- Balancing and ruling of the cash books on daily basis;
- Incurring Expenditure (AIE) funding returns on quarterly basis at Ministry/Department level;
- Preparation of Appropriation In Aid (AIA) returns on quarterly basis at the books and treasury regulations;
- Receipting of all money due and payable to County Government and management of IFMIS; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan Citizen;
- A Bachelor's Degree in Commerce (Accounting or Finance option) and passed Part 11 of the Certified Public Accountants (CPA) Examinations

OR

- Passed Part 111 of the Certified Public Accountants (K) Examination or its approved equivalent qualification.
- Certificate in computer applications; and
- Shown merit and ability as reflected in work performance and results.

Terms of Service: Permanent and Pensionable

2. ACCOUNTANT II JOB GROUP 'J' (5 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; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment:-

- Be a Kenyan Citizen;
- 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 for the above Positions are required to get Clearance from the following Institutions to meet Requirements of Chapter Six 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 clearances **MUST** be attached to the applications.

How to Apply

All applicants should submit their applications together with copies of detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents. The positions applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their **Constituency** of origin.

Applications should be submitted to: **THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Hand delivered applications can be submitted at County Public Service Board's Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor.**

All applications should reach this office **on or before 6th August 2015.**

County Government of Kakamega is an equal opportunity employer. Female applicants, persons with disability and all are encouraged to apply.

Canvassing will lead to automatic disqualification.



**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**