

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF KAKAMEGA**



**COUNTY PUBLIC SERVICE BOARD**

**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: -

**ADVERTISEMENT**

**A. DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY**

**Position: Deputy Director, Early Childhood Development Education, Job Group “P”-1 Post**

The officer will be reporting to the director ECDE, Ministry of Science and technology (MOEST).

**Duties and Responsibilities**

- Mobilizing resources for ECDE projects and programmes;
- Developing partnership with various stakeholders to improve status and management of ECDE Centers and link the stakeholders to the Ministry;
- Helping in preparation and implementation of the strategic plan, annual work plans and periodic reports in the department;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming the ECDE;
- Assisting in the coordinating, developing, reviewing and implementing ECDE policies;
- Promoting awareness on early childhood needs and demands to local communities and parents;
- Managing and overseeing the implementation of the ECDE program in the county;
- Preparing of ECDE strategies, giving technical advice and guidance to ECDE assistants;
- Managing, reporting and reviewing of regular reports from ECDE;
- Compiling reports and disseminating for technical review; facilitating a process to identify issues, challenges and innovative responses highlighted in reports;
- Organizing and sharing compiled feedback reports for improvements in project quality and partner support;
- Developing play-based curriculum for ECDE in the County;
- Supervising the design, developing and preparing of ECDE play and learning materials for both normal and special needs children; and
- Any other duties that may be assigned from time to time.

**Requirements for Appointment**

For appointment to this grade, one must: -

- Be a Kenyan Citizen;
- Bachelor’s degree in Education or a Post Graduate diploma in Education from a recognized University;

- Master's degree in ECDE related fields from a recognized university will be added advantage;
- Have clear understanding of ECDE policies, framework, goals and objectives;
- Have excellent interpersonal communication and report writing skills;
- Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution; and
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities;
- Have served on Job Group 'N' for 3 years or an equivalent;
- A Certificate in Computer Application from a recognized institution;
- Have exposure in curriculum development and child health monitoring; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

#### **Terms of Service-Permanent and Pensionable**

### **B. DEPARTMENT OF INTERNAL AUDIT**

#### **Position: Assistant Director, Internal Audit/Risk Management Officer, Job Group 'P' (1 Post)**

The Officer will be responsible to the Deputy Director, Internal Audit for the management of Internal Audit activities.

#### **Duties and Responsibilities**

- Managing of internal audit technical activities within the Department comprising of audit systems and information technology;
- Reviewing the design, development and operation of major computer-based systems of the County to determine whether adequate controls are in place;
- Ensuring systems testing is performed at appropriate stages or systems documentation is complete, accurate and the needs of users are met;
- Identifying activities subject to audit coverage, evaluating their significance and assessing the degree of risks inherent in terms of the audit costs involved, determining adequacy and effectiveness of internal control system;
- Carrying out investigations on irregularities identified or reported in audit reports;
- Verifying and pre-auditing of Quarterly and Annual Financial Statements prepared by County Treasury for submission to the Auditor General;
- Reviewing matters raised by the Auditor General in liaison with Chief Officers;
- Reviewing audit engagement and work plans, programmes and budgets;
- Reviewing internal control systems on financial and other operations of the County Government;
- Preparation of Audit briefs, reports and follow up action;
- Supervising staff including those on the job training and maintaining high audit standards and general discipline;
- Reviewing audit findings and working papers for audit assignments;
- Reviewing records of proceedings of entry and exit meetings;
- Reviewing budgetary controls and periodical financial returns;
- Carrying out spot-checks to ensure compliance with procedures and regulations;
- Monitoring and follow-up on implementation of audit recommendations;
- Evaluating the effectiveness of risk management mechanisms, controls and governance processes
- Coaching and mentoring junior staff in the Department; and
- Any other work assigned by the supervisor

**Requirements for Appointment: -**

For appointment to this grade, one must: -

- Be a Kenyan citizen;
- Have a Master degree in any of the following fields: Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Risk or equivalent qualification from a recognized institution;
- Bachelor's degree in any of the following fields: Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- Served in the grade of Principal Internal Auditor or comparable and relevant position for at least three (3) years;
- Certificate in Certified Public Accountant (CPA) Part III or Certified Internal Auditor (CIA) Part III or equivalent qualification from a recognized institution;
- Certificate of registration as a member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditors (CISA);
- A Certificate in Computer Application from a recognized institution; and
- Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution; and
- Shown merit, ability and demonstrate a high degree of professional competence in internal audit work performance and be of integrity, a team player and results oriented;

**\*Terms of Service:** Three (3) years contract

**Position: Principal Internal Auditor, Job Group 'N' (3 Posts)**

An officer at this level will report to the Assistant Director, Internal Audit for efficient co-ordination and control of operations involving several teams.

**Duties and Responsibilities: -**

- Identifying activities subject to audit coverage, evaluating their significance and assessing the degree of risks inherent in terms of the audit costs involved, determining adequacy and effectiveness of internal control system;
- Carrying out investigations on irregularities identified or reported in audit reports;
- Verifying and pre-auditing of Quarterly and Annual Financial Statements prepared by County Treasury for submission to the Auditor General;
- Reviewing matters raised by the Auditor General in liaison with Chief Officers;
- Preparation of audit engagement and work plans, programmes and budgets;
- Reviewing internal control systems on financial and other operations of the County Government;
- Preparation of Audit briefs, reports and follow up action;
- Supervising staff including those on the job training and maintaining high audit standards and general discipline;
- Reviewing audit findings and working papers for audit assignments;
- Reviewing records of proceedings of entry and exit meetings;
- Reviewing budgetary controls and periodical financial returns;
- Carrying out spot-checks to ensure compliance with procedures and regulations;
- Monitoring and follow-up on implementation of audit recommendations;
- Evaluating the effectiveness of risk management mechanisms, controls and governance processes
- Coaching and mentoring junior staff; and
- Any other work assigned by the supervisor

**Requirements for Appointment: -**

For appointment to this grade, one must: -

- Have a Bachelor's degree in any of the following fields: Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- Have Certified Public Accountant (CPA) Part III or Certified Internal Auditor (CIA) Part III or equivalent qualification from a recognized institution;
- Have served in the grade of Chief Internal Auditor or comparable and relevant position for at least three (3) years;
- Certificate in Computer Application from a recognized institution;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- Shown merit and ability and demonstrated a high degree of professional competence in internal audit work performance and be of integrity, a team player and results oriented;

**\* Terms of Service-Permanent and Pensionable****Position: Senior Auditor, Job Group "L" (3 Posts)**

An Officer at this level will report to the Chief Auditor and will be deployed to any of the Audit zonal offices.

**Duties and Responsibilities: -**

- Preparation of audit engagement and work plans, programmes and budgets;
- Reviewing internal control systems on financial and other operations of the County Government;
- Preparation of Audit Reports and follow up on action taken;
- Supervising staff including those on the job training and maintaining high audit standards and general discipline.
- Vouching and verification of sample transactions and reporting observations and findings as required;
- Reviewing audit working papers for audit assignments
- Reviewing records of proceedings of entry and exit meetings;
- Reviewing budgetary controls and periodical financial returns;
- Physical verification of assets, supplies and stores and confirmation with relevant records kept and maintained
- Carrying out spot-checks to ensure compliance with procedures and regulations; and
- Any other work assigned from time to time.

**Requirements for Appointment: -**

For appointment to this grade, an officer must: -

- Bachelor's degree in any of the following fields: Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- Certificate in Certified Public Accountant (CPA) Part II or Certified Internal Auditor (CIA) Part II or equivalent qualification from a recognized institution; and
- Certificate in Computer Application from a recognized institution
- Have served in the grade of Internal Auditor I or comparable and relevant position for at least three (3) years and shown merit and ability; and
- Demonstrate a high degree of competence in internal audit work performance, results and be of integrity and a team player;

## **Terms of Service-Permanent and Pensionable**

### **Position: 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 Audit zonal offices.

#### **Duties and Responsibilities: -**

- Reviewing internal control systems in operation and report on any weaknesses;
- Undertaking specific audit assignments and preparing detailed audit programmes;
- Vouching and verification of sample transactions and reporting observations and findings as required;
- Preparing audit working papers for review by audit supervisor
- Recording proceedings of entry and exit meetings;
- Reviewing budgetary controls, collecting and analysing data and statistics;
- Physical verification of assets, supplies and stores and confirmation with relevant records kept and maintained;
- Carrying out spot-checks to ensure compliance with procedures and regulations;
- Preparation of draft reports and holding discussions with clients; and
- Any other work assigned from time to time.

#### **Requirements for Appointment:-**

For appointment to this grade, one must:

- Have a Bachelor’s degree in any of the following fields: Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- OR**
- Be in possession of CPA Part II or Certified Internal Auditor (CIA) Part II or equivalent qualification from a recognized institution;
- Have a certificate in Computer Application from a recognized institution;
  - Have good inter personal and communication skills; and
  - Being a team player

#### **\* Terms of Service-Permanent and Pensionable**

**NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS 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

Copies of these clearances **MUST** be attached to the application documents.

## **HOW TO APPLY**

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 in the application.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2<sup>nd</sup> Floor** on or before **17<sup>th</sup> August, 2018**.

All applications should reach this office on or before **17<sup>th</sup> August, 2018**.

***County Government of Kakamega is an equal opportunity employer***

***Persons with Disabilities are encouraged to apply***

***Canvassing will lead to automatic disqualification***

***NOTE: Only Shortlisted candidates will be contacted***

**SECRETARY/CEO**