

**REPUBLIC OF KENYA**



**THE COUNTY ASSEMBLY OF SIAYA**  
**P. O BOX 7-40600, SIAYA**  
Email : [clerk@siyaassembly.go.ke](mailto:clerk@siyaassembly.go.ke)

---

**ADVERTISEMENT OF VACANCIES;**

Pursuant to Section 155 (5) of the Public Finance Management Act, 2012 and Section 168 of the Public Finance Management Regulations (2015), Siaya County Assembly Service Board invites applications from qualified persons for the following vacant positions:

1. Chairperson; County Assembly Audit Committee, one position
2. Member ;County Assembly Audit Committee Member, two positions

**REQUIREMENTS FOR APPOINTMENT TO THE VACANT POSITIONS  
COUNTY ASSEMBLY AUDIT COMMITTEE**

The overall duties and responsibilities of the County Assembly Audit Committee are as follows:

- Support the accounting officers on risk, control, and governance;
- Provide oversight on the implementation of the recommendations of internal audit and external auditors;
- Monitor the effectiveness of the Assembly performance management;
- Provide effective liaison and facilitate communication between management and external audit;
- Offer strong and effective oversight of Assembly internal audit functions;
- Ensure the Assembly effectively monitors compliance with legislative and regulatory requirements;

- Provide oversight on risk management controls and governance processes and audit affairs of the County Assembly and make appropriate recommendations to the Board regarding internal control and audit matters.

### **1. Chairperson, County Assembly Audit Committee - One (1) post:**

To qualify for appointment to this position, a person must:

- Be a Kenyan citizen;
- Bachelors Degree in Finance/Accounts/Business Administration or equivalent from a recognized University;
- Possession of relevant Master's degree will be an added advantage;
- Must be a holder of CPA (K) or CPS (K) or equivalent qualification;
- Be a member of professional body e.g. ICPAK or its equivalent and in good standing;
- Have a minimum of ten (10) years' experience in Financial Management/ Accounting or its equivalent, five (5) of which in senior management position;
- Experience in Risk Management is essential;
- Be knowledgeable of the County Assembly operations and functions;
- **MUST NOT** be past or present employee or agent which has carried out any business with the County Assembly of Siaya in the last two (2) years;
- Demonstrates an understanding and commitment to values and principles of governance as outlined in articles 10 and 232 of the Constitution of Kenya, 2010;
- Be a person of integrity and in compliance with requirements of Chapter six (6) of The Constitution of Kenya 2010;
- Possesses a good understanding of government operations, financial reporting, and auditing

Terms of service: Part time, three (3) years contract renewable for a further one (1) term subject to performance.

## 2. County Audit Committee Members - Two (2) posts

**To qualify for appointment to this position, a person must:**

- Be a Kenyan citizen;
- Possess at least an undergraduate degree from a recognized university ;
- Be a member, in good standing, of a professional body such as ICPAK, or any other relevant professional body;
- Have at least 7 years of experience, 3 of which must be in a senior management position;
- **MUST NOT** be a past or present employee of the County Assembly of Siaya or served as agent or carried out any business with County Assembly of Siaya in the last two years.
- Demonstrate understanding of Article 10 and 232 of the Constitution of Kenya, 2010
- Demonstrate knowledge and understanding of County Assembly functions and its operations
- Possesses a good understanding of government operations, financial reporting, and auditing.

Terms of service: three (3) years contract renewable for a further one (1) term subject to performance.

All the shortlisted candidates **MUST** provide the requirements of Chapter Six of the Constitution of Kenya by providing copies of;

- A valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- A valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
- A valid Clearance Certificate from the Higher Education Loans Board (HELB)
- A valid Clearance Certificate from an Approved Credit Reference Bureau (CRB)
- A valid Clearance form from the Ethics and Anti-Corruption Commission (EACC)

**NOTE:**

**All applications shall be addressed to the Secretary to the County Assembly Service Board on a date NOT later than Monday 14<sup>th</sup> November , 2022 at 2.00pm.**

**Submission may be sent or hand delivered to the following address:**

**The Clerk**

**County Assembly of Siaya**

**P.O Box 7-40600**

**SIAYA**