



EXECUTIVE OFFICE OF THE PRESIDENT

CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

DECLARATION OF VACANCIES FOR THE POSITIONS OF CHAIRPERSON AND MEMBERS OF THE AUDIT COMMITTEE

A. INTRODUCTION

Pursuant to Section 73 (5) of the Public Finance Management Act, 2012, PFM Regulations, 2015 (174) and the guideline for establishment of Audit Committees in public entities vide Kenya Gazette Notice Vol. CXVIII – No. 40 of 15th April, 2016, the Executive Office of the President, Chief of Staff and Head of Public Service invites applications from qualified and interested Kenyans to fill the positions of the Chairperson and members of the Ministerial Audit Committee.

B. CHAIRPERSON REQUIREMENTS FOR APPOINTMENT

To be appointed as the chairperson of the audit committee, one must have the following qualifications;

1. A degree from a recognized university in Kenya specialized in the fields of Accounting, Finance, Auditing, Economics and Risk management.
2. Knowledge and expertise of not less than 7 years in Audit and/or Financial Management/Accounting/Economics with experience and knowledge in Risk Management;
3. Be a member of a professional body preferably ICPAK or IIA(K) and in good standing.
4. Be a person of integrity and in compliance with requirements of chapter six of the constitution of Kenya, 2010.
5. Be a person with proven leadership qualities and strong interpersonal skills.
6. Not be a present or past employee or an agent of the Executive Office of the President
7. Over ten (10) years of experience at senior management level in a reputable organization;
8. Knowledge in public service/ government operations

C. COMMITTEE MEMBERS (3. Members)

To be appointed a member of the audit committee, one must have the following qualifications;

1. A degree from a recognized university in Kenya and specialized in Finance, Accounts, Auditing, Economics and Risk Management.
2. Be a member of a professional body preferably ICPAK or IIA(K) and in good standing
3. Working experience of not less than 5 years
4. Not be a present or past employee or an agent of the Executive Office of the President
5. Knowledge in public service /government operations.
6. Be a person of integrity and in compliance with requirements of chapter six of the constitution of Kenya 2010.

D. TERMS OF APPOINTMENT

Members of the Audit Committee shall be appointed for a term of three (3) years and eligible for re-appointment once (subject to satisfactory performance).

E. REMUNERATION

Allowances will be prescribed from time to time by the Salaries and Remuneration Commission on account of attendance of audit committee meetings.

F. MODE OF APPLICATION

1. All interested applicants who meet the requirements in (B) above should submit manual (hardcopy) applications;
2. All applications should be submitted together with detailed Curriculum Vitae, a copy of National Identity Card/Passport, copies of Academic Certificates, Testimonials and any other relevant supporting documents;
3. Applications should be submitted in a sealed envelope clearly marked: **"Application for the Position of Chairperson – Executive Office of the President, Chief of Staff and Head of the Public Service Audit Committee"**

OR

"Application for the Position of Member – Executive Office of the President, Chief of Staff and Head of Public Service Audit Committee" and delivered to:

**Executive Office of the President,
Chief of Staff and Head of Public Service
P.O. Box 40530-00100
NAIROBI.**

Or be hand delivered at:

**Executive Office of the President,
Chief of Staff and the Head of Public Service
Harambe House 3rd floor
Nairobi.**

G. INTERESTED APPLICANTS ARE REQUIRED TO:

1. Produce the following original documents if shortlisted:
 - a) National Identity Card;
 - b) Academic and Professional certificates and transcripts;
 - c) Any other supporting documents and testimonials;
 - d) Valid and current clearances from the following bodies:
 - i) Kenya Revenue Authority;
 - ii) Ethics and Anti-Corruption Commission;
 - iii) Higher Education Loans Board;
 - iv) Any of the Registered Credit Reference Bureaus;
 - v) Directorate of Criminal Investigations (Police Clearance)
2. Submit recommendations from relevant professional bodies (where applicable).
Please note that:
 - a) Candidates should **NOT** attach any original documents to the application form;
 - b) Only shortlisted candidates will be contacted;
 - c) Canvassing in any form will lead to automatic disqualification.

All applications should reach the office on or before **Monday 10th June, 2024 latest by 5.00 p.m. (East African Time).**

**PRINCIPAL ADMINISTRATIVE SECRETARY
EXECUTIVE OFFICE OF THE PRESIDENT CHIEF OF STAFF AND HEAD OF PUBLIC SERVICE.**