

COUNTY GOVERNMENT OF NANDI

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Nandi County Public Service Board
P.O Box 802 – 30300

COUNTY PUBLIC SERVICE BOARD

Advert No. CGN/CPSB/06/2020

3rd November, 2020

VACANCIES

Pursuant to the Public Finance Management Act 2012 Section 155 (5) and Section 167 of the Public Finance Management Regulations 2015 (County Governments) and the Audit Committee Guidelines issued by The National Treasury vide gazette Notice Vol. CXVIII – No. 40 dated 15th April, 2016; County Government of Nandi calls on all interested and suitably qualified persons to submit applications for the following positions:

1. CHAIRPERSON – NANDI COUNTY AUDIT COMMITTEE (1 POST)

REQUIREMENTS FOR APPOINTMENT

To serve as Chairperson of the Audit Committee, the applicant must meet the following minimum qualifications:

- Be a Kenyan citizen
- Bachelor's degree in any of the following: –Accounting, Auditing, Risk Management, Finance, Economics, Commerce, Business Administration (Accounting option) from a University recognized in Kenya. A Master's Degree will be an added advantage
- Professional qualifications relevant to their field and be a registered member of ICPAK and in good standing
- At least ten (10) years' professional experience at senior management level in the wider public service or private sector
- Have a thorough understanding of the relevant legislations, best practices and emerging issues in Accounting, Auditing, Risk Management, Finance, Economics, Business Administration, Procurement, Law and other related fields
- Have a good understanding of County Government operations and financial management reporting or auditing
- Be Knowledgeable of the Government affairs with requisite business and leadership skills
- Meet the requirements of Chapter Six of the Kenyan Constitution 2010
- Shall NOT be a political office holder
- Shall NOT be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nandi County in the last two years

TERMS OF SERVICE

- a) Members of the Audit Committee shall serve on a **Part-Time Basis** for a period of **three years** and shall be eligible for re-appointment for a further one term only, subject to performance
- b) Despite the provision of (a) above, after the expiry of every term, at least one third of the committee shall retire and shall not be eligible for re-appointment
- c) Members will be entitled to allowances as shall be determined by the Salaries and Remuneration Commission (SRC)

2. MEMBER - NANDI COUNTY AUDIT COMMITTEE (3 POSTS) REQUIREMENTS FOR APPOINTMENT

To serve as Member of the Audit Committee, the applicant must meet the following minimum qualifications:

- Be a Kenyan citizen
- Possess at least an undergraduate degree from a recognized university in any of the following fields: Finance, Procurement, Engineering, Law, Business Administration and any other relevant field
- Be a registered member of a relevant professional body and in good standing
- Progressive work experience of not less than five (5) years with at least three (3) years' experience at managerial level
- Have a good understanding of the county government's operations, financial reporting or auditing
- Have a good understanding of the objects, principles and functions of a devolved system of government
- Possess the requisite business, leadership skills and strong interpersonal skills
- Be a person of integrity and in compliance to the Chapter Six of the Constitution of Kenya 2010
- Shall NOT be a political office holder
- Shall NOT be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nandi County in the last two years

DUTIES AND RESPONSIBILITIES OF AN AUDIT COMMITTEE

The major roles of the Committee shall be to:

- Obtain assurance from management that all financial and non- financial internal control and risk management functions are operating effectively and reliably
- Provide an independent review of an entity's reporting functions to ensure the integrity of financial reporting
- Monitor the effectiveness of the entity's performance management and performance information
- Provide strong and effective oversight of an entity's internal audit function
- Provide effective liaison and facilitate communication between management and external audit
- Ensure the entity effectively monitors compliance with legislative and regulatory requirements and promotes a culture of lawful and ethical behavior
- Follow up on the implementation of the recommendations of internal and external auditors
- Facilitate the disposal of all PAC/PIC recommendations
- Any other duties that may be assigned from time to time

TERMS OF SERVICE

- d) Members of the Audit Committee shall serve on a **Part-Time Basis** for a period of **three years** and shall be eligible for re-appointment for a further one term only, subject to performance

- e) Despite the provision of (a) above, after the expiry of every term, at least one third of the committee shall retire and shall not be eligible for re-appointment
- f) Members will be entitled to allowances as shall be determined by the Salaries and Remuneration Commission (SRC)

HOW TO APPLY

Written applications including the current Curriculum Vitae, Copies of academic and professional certificates, ID card and clearance certificates from **EACC, DCI, HELB, CRB, KRA and CERTIFICATE OF GOOD STANDING from a professional body** should be submitted in a sealed envelope clearly marked **Chairperson or Member Nandi County Audit Committee**, addressed to:

**The Secretary/CEO
Nandi County Public Service Board,
P.O. Box 802-30300 Kapsabet.**

All the applications should reach the Secretary, County Public Service Board, or on before **Wednesday 18th November, 2020**

IMPORTANT INFORMATION:

- Only shortlisted candidates will be contacted
- Any form of canvassing or lobbying will lead to automatic disqualification
- Women, Youth and persons with disabilities are encouraged to apply.

3. RE-ADVERTISEMENT - EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE) CARE GIVERS VACANCY 1 –POST (KIPSARTUK ECDE CENTRE-KEMELOI/MARABA WARD)

Terms of Service: 3 Years Contract

Requirements for Appointment

- Be a Kenyan citizen aged 18 years and above;
- Must be a holder of at least Certificate in ECDE offered by the Ministry of Education, KNEC or their equivalent;
- Have a minimum of one year teaching experience in pre-primary or ECDE centers after training;
- Ready to undergo effective Continuous Professional Development (CPD) training;
- Must be willing to uphold standards of professionalism required in the teaching service as provided in the existing policies and regulations in Kenya;
- Must be registered with Teachers Service Commission (TSC).

Duties and Responsibilities

- Prepare and develop play/learning materials for children;
- Organize and facilitate play/learning activities in pre-primary and ECDE centers;
- Facilitate curriculum implementation;
- Ensure safety and security of children at the center;
- Advice on children's feeding programme;
- Should be conversant with applicable requirements of line Ministries.

Note: Priority will be given to a candidate meeting the above criteria and currently serving in a public ECDE center as advertised and should have a recommendation letter from the said center. One must be willing to work in any ECDE center within the county.

HOW TO APPLY

All written applications, CVs, copies of certificates, testimonials and identity card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary/CEO
Nandi County Public Service Board,
P.O. Box 802-30300 Kapsabet.**

Hand delivered applications should be handed over at the Nandi County Public Service Board so as to reach the office before the close of business on, **Wednesday 18th November, 2020**

IMPORTANT INFORMATION:

- Only shortlisted candidates will be contacted.
- County Government of Nandi is an equal opportunity employer. Women, youth and people living with disabilities are encouraged to apply.
- Any form of canvassing or lobbying will lead to automatic disqualification.
- All candidates are reminded to observe the Ministry of Health Protocols on Covid - 19 during interviews.