

OFFICE OF THE CONTROLLER OF BUDGET



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VACANCY FOR A CHAIRPERSON AND MEMBERS OF THE AUDIT AND RISK COMMITTEE ADVERTISEMENT

Pursuant to Section 73(5) of the Public Finance Management Act, 2012 on Establishment of Audit Committees in all public entities, the Office of the Controller of Budget (OCOB) is in the process of sourcing for its Audit and Risk Committee members.

As per guidelines issued by the Cabinet Secretary, the National Treasury, through Kenya Gazette Notice Vol CX Viii No. 40 of 15th April 2016, the Office of the Controller of Budget invites suitably qualified Kenyans to apply for the following positions:

One (1) position for Chairperson of the Audit and Risk Committee

Three (3) positions for Members of the Audit and Risk Committee

Purpose of the Job

The purpose of the Committee is to assist the OCOB to fulfill its oversight responsibilities in respect to financial and governance reporting, processes and systems of internal control, risk management, internal audit, and monitoring compliance with policy, laws, regulations and the code of conduct.

Terms of Appointment

1. The Chairperson and members shall serve on a part-time basis for a period of three (3) years and may be eligible for re-appointment for a further one term only, subject to satisfactory performance.
2. The Chairperson and members will be entitled to allowances as determined by the Salaries and Remuneration Commission (SRC) from time to time.

3. The Risk and Audit Committee shall meet at least four times annually, and may from time to time meet on special notice.

Requirements for Appointment

To be appointed as Chairperson of the Committee, one should:

1. Hold a degree, preferably in accounting or finance, from a recognized university in Kenya;
2. Hold CPA (K) and a member of a professional body in good standing;
3. Holders of Master's degree in finance or accounting will have an added advantage;
4. Have Knowledge and experience of not less than 10 years in Audit and or financial management/accounting;
5. Have knowledge and experience in risk management;
6. Served in Senior Management level for at least 10 years or Board with proven experience;
7. Be independent of the Office, be knowledgeable of OCOB, have the requisite business and leadership skills and shall not be a political office holder; and
8. Have knowledge and experience in public service/government operations.

To be appointed as a Member of the Committee, one should:

1. Hold a degree, preferably in accounting or finance, from a recognized university in Kenya;
2. Holders of CPA (K) in good standing with a Master's degree will have an added advantage;
3. Have Knowledge and experience of not less than 5 years in Audit and or financial management/accounting;
4. Served in Senior Management level for at least 5 years or Board with proven experience.
5. Be independent of the Office, be knowledgeable of OCOB, have the requisite business and leadership skills and shall not be a political office holder,
6. Have knowledge and experience in public service/government operations.

Other Requirements

1. Be persons of integrity and meet the requirements of Chapter 6 of the Constitution.
2. A good understanding of government operations, financial reporting and auditing.

3. A good understanding of the objects, principles and functions of OCOB.
4. Dedicate sufficient time to the performance of the Risk and Audit Committee.
5. Shall not be past or present employee of OCOB.
6. Shall not have served as an employee or member or agent of a business or organization that has carried out any business with the Office of the Controller of Budget in the last two years.
7. Candidates MUST submit together with their application letters clearance certificates from the following bodies:
 - a. Higher Education Loans Board;
 - b. Kenya Revenue Authority;
 - c. Directorate of Criminal Investigation;
 - d. Ethics and Anti-Corruption Commission;
 - e. Credit Reference Bureau; and
 - f. Any Professional body to which the applicant is a member, where applicable.

Interested candidates who meet the requirements should submit their applications through the post office, hand-delivery or by email (auditcommittee@cob.go.ke), clearly indicating the position, on both the cover letter and envelope, together with a detailed CV, copies of academic and professional certificates, names and telephone contacts of three referees, so as to reach the Office by 5th June, 2020 to:

The Controller of Budget
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Email: P. O. Box 35616 – 00100
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