

COUNTY ASSEMBLY OF SAMBURU
COUNTY ASSEMBLY SERVICE BOARD

Email: info@samburuassembly.go.ke | Website: www.samburuassembly.go.ke

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The County Assembly Service Board is a body corporate established under Section 12 of County Government Act, 2012 read together with section 4 of County Assembly Service Act, 2017.

Whereas, there are vacancies in the membership of the Audit Committee arising from expiry of three years of office of Chairperson and one member of the Audit Committee,

Therefore, Pursuant to section 155 of the Public Finance Management Act, 2012 and Section 167 of the Public Finance Management (County Governments) Regulations 2015, The County Assembly Service Board (CASB) invites applications from suitably qualified persons for appointment to Chairperson and Member (one) Samburu County Assembly Audit Committee:

1. POSITION: CHAIRPERSON (1 POST)

a) Requirement for Appointment

1. Hold a degree from a recognized University in Kenya in Accounting or Finance
2. Membership to ICPAK and in Good Standing
3. Has a distinguished career of over 5 years' post qualification professional experience in the Public Sector
4. Be a citizen of Kenya
5. Should possess strong interpersonal skills
6. Have a good understanding of the County Assembly operations, Financial

Management and reporting or Auditing

7. Have a good understanding of the objects, principles and functions of the County Assembly
8. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010

b) Responsibilities

1. Set the agenda for each meeting with the Committee Members
2. Provide oversight on risk management, controls and governance processes and Audit affairs of the County Assembly and make appropriate recommendations to the County Assembly regarding internal control and audit matters
3. Follow up on the implementation of the of the recommendations of Internal and External Auditors
4. Arrange for a periodic review of the effectiveness of the Audit Committee alongside its mandate
5. Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirement
6. Provide clarification to members on the audit committee's responsibilities

2. POSITION: MEMBER (1 POST)

a) Requirement for Appointment

1. Holds a degree from a recognized University in Kenya in the following fields, Accounting, Finance, Auditing, Economics, Risk management, ICT and other related fields
2. Be a Kenyan Citizen
3. Has a distinguished career in not less than 5 years' post qualification professional

experience in the above areas

4. Have a good understanding of the County Assembly operations, Financial Management and reporting / Auditing
5. Have a good understanding of the objects, principles and functions of the County Assembly
6. Meet the requirement of Chapter Six of the Constitution of Kenya, 2010
7. Membership of the following professional bodies will be an added advantage: ICPAK, ICPSK, ACFE, IIA or any other relevant body

b) Responsibilities

1. Review and report to the Board and the Accounting Officer financial issues and judgments made in relation to the Assembly financial statements
2. Review clarity and completeness of financial statements and disclosures in relation to applicable rules and regulations
3. Monitor effectiveness of the Assembly's performance management and performance information
4. Provide strong and effective oversight of the Assembly's internal audit
5. Provide effective liaison and facilitate communication between management and external audit
6. Ensure effectiveness of both internal and external audit processes.

NOTE

- a. Members of Audit Committee shall serve on part-time basis for a period of three years and shall be reappointed for a further one term only.
- b. The allowances payable to Members of the Audit Committee shall be determined by

Salaries and Remuneration Commission (SRC)

- c. The Chairperson of the Audit Committee shall be independent to the County government entities
- d. Members appointed to the Audit Committee shall not be past or present employees of the entity, and shall not have served as an employee or agent of any business organization which has carried out any business with the County Assembly in the last two years.

Applications Details

Applicants are requested to forward their applications with copies of:

- a. National Identity Card (ID)
- b. Academic and professional certificates and transcripts
- c. Any other supporting documents and testimonials
- d. Valid and Current Clearances from the following bodies
 - Clearance Certificate from Higher Education Loans Board (HELB)
 - Clearance from Directorate of Criminal Investigations(Police Clearance Certificate)
 - Clearance Certificate from a Credit Reference Bureau (CRB)
 - Clearance Certificate from the Ethics and Anti- Corruption Commission (EACC)
 - Clearance Certificate from Kenya Revenue Authority (KRA)

Applicants can submit either electronic (soft copy) or physical applications as indicated below

- Electronic Applications to be submitted through the email info@samburuassembly.go.ke
- Physical Applications should be addressed to;

**THE SECRETARY,
COUNTY ASSEMBLY SERVICE BOARD,**

COUNTY ASSEMBLY OF SAMBURU,

P. O BOX 3-20600,

MARALAL

Samburu County Assembly is an equal opportunity employer youth women and persons with disabilities are encouraged to apply. All applications should be sent on or before **Tuesday, 27th May, 2026, at 5:00 p.m. (East African Time)**

