

COUNTY GOVERNMENT OF TRANS-NZOIA

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P.O. BOX 4210-30200

KITALE



[Signature]
22/05/2025

COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

VACANCIES

Trans Nzoia County Public Service Board invites applications from suitability qualified persons to fill the vacant positions in the Audit Committee of the County Government of Trans Nzoia as per Section 73(5) of the Public Finance Management Act. Interested and qualified persons are requested to make their applications **ONLINE** through the County Public Service Board's website: www.cpsbtransnzoia.co.ke/vacancies.

No.	Cadre	No. Required	Advert No.
1.	Chairperson of the County Audit Committee	1	TCPSB/EX/1/2025
2.	Member of the County Audit Committee	3	TCPSB/EX/2/2025

CHAIRPERSON OF THE COUNTY AUDIT COMMITTEE (1) POST- PART TIME

Requirements

- Be a Kenyan citizen
- The applicant must not be a present or past employee of the County Government of Trans Nzoia, and must never have served as an agent of a business entity that has done business with County Government of Trans Nzoia over the past two years.
- Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing.
- High degree of integrity
- Satisfy the provisions of chapter six of the constitution

- vi. Have at least ten (10) years of experience in a senior management position, where their scope of work covered the entire organization.
- vii. Be a member, in good standing, of a professional body such as: IIA, ICPAK, ICPSK, IAK, APSEA, ACFE and any other relevant professional body.
- viii. Should not be a holder of a political office.
- ix. Demonstrate knowledge and understanding of the object, principles and functions of the County Government of Trans Nzoia.
- x. Demonstrate competence in leadership and business management.
- xi. Possess a good understanding of Government operations, financial reporting, and Auditing.

Duties and responsibilities

The Audit Committee Chairperson shall perform the following duties among others:

- i. Set the agenda for each meeting with the Committee members
- ii. Provide oversight on risk management, controls and governance processes and Audit affairs of the County Executive Committee regarding internal control and Audit matter;
- iii. Follow up on the implementations of the recommendations of internal and external Auditors;
- iv. Arrange for a periodic review of the effectiveness of the Audit Committee alongside its mandate;
- v. Demonstrate independence and impartiality in decision making in accordance with the legal, constitutional and policy requirement; and
- vi. Provide clarification to members on the Audit Committee's responsibilities.

Terms of appointment

- i. The Chairperson of the Committee shall be appointed for a term of three (3) years on a part time basis and shall be eligible for reappointment for a further one term only.
- ii. The allowances payable to the members of the Audit Committee shall be as determined by the Salaries and Remuneration Commission.

MEMBER OF THE COUNTY AUDIT COMMITTEE (3 POSTS) - PART TIME

Requirements for appointment

- i. Be a Kenyan Citizen
- ii. Be a member, in good standing, of a professional body such as: IIA, ICPAK, ICPSK, IAK, APSEA, ACFE and any other relevant professional body.
- iii. Possess at least an undergraduate degree from a recognized university in the fields in which she or he has been practicing.
- iv. Have at least 5 years of experience in a senior management position, where their scope of work covered the entire organization, they were working with.
- v. The applicant must not be a present or past employee of the County Government of Trans Nzoia, and must never have served as an agent of a business entity that has done business with the County Government of Trans Nzoia over the past two years.
- vi. Demonstrate knowledge and understanding of the object, principles, and functions of the County Government of Trans Nzoia.
- vii. Demonstrate competence in leadership and business management
- viii. Possess a good understanding of Government operations, financial reporting, and Auditing.
- ix. Not a holder of a political office

Duties and Responsibilities

The Audit Committee member shall perform the following duties among others;

- i. Assess and evaluate quality of the performance of the internal Audit functions of the County Government,
- ii. Evaluate internal and external Audit reports and make appropriate recommendations,
- iii. Ensure compliance with the recommendations of the Public Accounts Committee (PAC),
- iv. Undertake independent review of the County Government, Financial Reporting process, and

- v. Review the level of compliance with relevant legislative and regulatory requirements.

Terms of appointment

- i. Members of the Committee shall be appointed for a term of three (3) years on a part time basis and shall be eligible for reappointment for a further one term only.
- ii. The allowances payable to the members of the Audit Committee shall be as determined by the Salaries and Remuneration Commission.

Please Note:

- A. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- B. All applications **MUST** be received on or before 13th June, 2025 by 5.00 p.m (E.A.T.).
- C. Trans Nzoia County Public Service Board is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process. Our official communication channels are email address cpsbtransnzoia@gmail.com and phone number: 0713635352 and **not any other**.
- E. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- F. Shortlisted candidates **MUST** present their original academic and professional certificates during the interview.
- G. It is a criminal offence to present fake certificates/documents.
- H. **ONLY** successful candidates will be required to avail the following documents:
 - ✓ Clearance from Higher Education Loans Board (HELB);
 - ✓ Clearance from Criminal Investigations Department;
 - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
 - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Should you encounter any difficulties in the online job application process, feel free to visit the Board's offices for assistance at our help desk, or you can reach out for support by calling **0713635352**.

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