

# COUNTY ASSEMBLY OF EMBU



## DECLARATION OF VACANCIES FOR THE POSITION OF CHAIRPERSON AND MEMBERS OF THE AUDIT COMMITTEE

### A. INTRODUCTION

Pursuant to Sections 73(5) and 155 of the Public Finance Management Act 2012, The Public Finance Management Regulations 2015 and Audit Committee Guidelines for County Governments, the County Assembly Service Board of Embu invites applications from suitably qualified Kenyans for the positions of:-

### 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 or 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, ICPSK, ACFE, LSK, IIA, IEK 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 County Assembly of Embu.
7. Over ten (10) years of experience at Senior Management lever in a reputable organization.
8. Knowledge in public service/legislative bodies operations.

### C. COMMITTEE MEMBER (2 Positions)

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 or Risk management.
2. Knowledge and expertise of not less than 5 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, ICPSK, ACFE, LSK, IIA, IEK 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 County Assembly of Embu.
7. Knowledge in public service/legislative bodies operations

#### **D. TERMS OF APPOINTMENT**

Members of the Audit Committee shall serve on part-time basis for a period of three (3) years and eligible for re-appointment once (subject to satisfactory performance).

#### **E. REMUNERATIONS**

The allowances payable to members of the Audit committee shall be determined by the Salaries and Remuneration Commission and on account of attendance of audit committee meetings.

#### **F. MODE OF APPLICATION**

Application in a sealed envelope together with the detailed curriculum vitae, certified copies of academic and professional certificates, national identity card and testimonials clearly marked on top of envelope "Application for chairperson or Member, County Assembly of Embu Audit Committee" should be addressed to;

**Clerk of the Assembly  
County Assembly of Embu  
P O Box 140-60100  
EMBU**

#### **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) Valid and current clearance from the following bodies
    - a. Kenya Revenue Authority (KRA)
    - b. Ethics and Anti-Corruption Commission (EACC)
    - c. Higher Education Loans Board (HELB)
    - d. Any of the Registered Credit Reference Bureaus
    - e. Directorate of Criminal Investigations (Certificate of Good Conduct)
2. Submit recommendations from relevant professional bodies (where applicable)

#### **NOTE:**

1. Female applicants are highly encouraged to apply.
2. Only shortlisted candidates will be contacted.
3. Canvassing in any form will lead to automatic disqualification.

All application should reach the office on or before 27<sup>th</sup> February 2026



**FOR: CLERK OF THE COUNTY ASSEMBLY**