



LAMU COUNTY GOVERNMENT
County Public Service Board



VACANCIES

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Sections 59 of the County Governments Act.

**CHAIRMAN OF THE AUDIT
COMMITTEE (1 Post)
REF: LCPSB/ADV/2016/71
(Three Years Contract)
Re-advertisement**

REQUIREMENTS

1. At least a Diploma in Supply Chain Management, Public Finance, ICT, Human Resource Management, Civil Engineering or quantity Survey.
2. Knowledge of risk management frameworks.
3. Have ten (10) years' experience at managerial position from a reputable organization.
4. Be registered with relevant professional body and of good standing.
5. Proactive leader and demonstrate good communication skills.
6. Should be a person of confidence and integrity.
7. Should be highly respectable and experience person, who possess strong interpersonal skills and timely available to develop and closely monitor the committee agenda.
8. Have experience in public Finance Management.

9. Independent to the County Government entities, be knowledgeable of the County operations with requisite business and leadership skills and NOT a political office leader.
10. Must **neither** be an employee of Lamu County Government **nor** have conflict of interest.
11. Satisfy requirement of chapter six of the Kenya constitution 2010.

DUTIES AND RESPONSIBILITIES

Provide overall leadership in:

1. Obtaining assurance from management that all financial and non-financial internal control and risk management function are operating effectively and reliably.
2. Provision of an independent review of the County's reporting function to ensure the integrity of the financial reports.
3. Monitoring the effectiveness of the County's performance management and performance information.
4. Provision strong and effective oversight of the County's internal audit function.

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5. Provide effective liaison and facilitate communication between management and external audit.
6. Provision oversight of the implementation of accepted audit recommendation.
7. Ensure the County effectively monitors compliance with legislative and regulatory requirements and promote a culture committed to lawful and ethical behavior.
8. Acting as a forum for dialogue between the accounting officer or governing body, executive management and the internal and external auditors to provides a more efficient and coordinated audit process.
9. Promotion of the integrity and quality of internal and external reports by providing a high level of assurance and check.
10. Fostering and promoting a more effective and efficient audit process by providing an independent review of the internal audit annual work plan and reports.
11. Provision of a 'no surprises' environment in the County, particularly with regards to the prompt identification of risks and threats to the County.
12. Provision of a depth knowledge that assists management discharge its responsibilities in the most effective and efficient manner.

TERMS OF ENGAGEMENT

1. Contract three (3) years renewable
2. The committee will be meeting on a quarterly basis

3. Member will be entitled to allowances which will be determined by Salaries and Remuneration Commission

MEMBERS OF THE AUDIT

COMMITTEE (3 Posts)

REF: LCPSB/ADV/2016/72

(Three Years Contract)

Re-advertisement

REQUIREMENTS

1. At least a Diploma in Supply Chain Management ,Public Finance, ICT, Human Resource Management ,Civil Engineering or Quantity Survey.
2. Have five (5) years' experience at a managerial position from a reputable organization.
3. Be registered with relevant professional body and of good standing.
4. Proactive team player and demonstrate good communication skills.
5. Should be a person of confidence and integrity.
6. Should be highly respectable and experienced person, who posses strong interpersonal skills and timely available to develop and closely monitor the committee agenda.
7. Have a good understanding of County Government operating, Finance reporting, auditing and experience in Public Finance Management.
8. Have a good understanding of the objects, principles and functions of the County Government.

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9. Must **neither** be an employee of Lamu County Government **nor** have conflict of interest.
10. Satisfy requirement of chapter six of the Kenya constitution 2010.

DUTIES AND RESPONSIBILITIES

1. Obtain assurance from management that all financial and non financial internal control and risk management functions are operating effectively and reliably.
2. Provide an independent review of County's reporting functions to ensure the integrity of financial reports.
3. Monitor the effectiveness of the County's performance management and performance information.
4. Provide strong and effective oversight of the County's internal audit function.
5. Provide effective liaison and facilitate communication between management and external audit.
6. Provide oversight of the implementation of accepted audit recommendations.
7. Ensure the County effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behavior.
8. Acting as a forum for dialogue between the Accounting Officer or Governing body, executive management and the internal and external auditors to provide a more efficient and coordinated audit process.

9. Promoting the integrity and quality of internal and external reports by providing a high level of assurance and check.
10. Fostering and promoting a more effective and efficient audit process by providing an independent review of the internal audit annual work plan and reports.
11. Providing a 'no surprises' environment in the County, particularly with regards to the prompt identification of risks and threat to the County.
12. Providing a depth of knowledge that assists management discharge its responsibilities in the most effective and efficient manner.

TERMS OF ENGAGEMENT

1. Contract three (3) years renewable
2. The committee will be meeting on a quarterly basis
3. Member will be entitled to allowances which will be determined by Salaries and Remuneration Commission.

SENIOR REVENUE ADMINISTRATOR

J/G 'L' (1 Post)

REF: LCPSB/ADV/2016/73

Terms of Service: Permanent & Pensionable

REQUIREMENTS

1. Be a Kenyan Citizen
2. Must have a Bachelor's Degree in Business Administration/ Management or Public Administration or a related Social Science from a recognized institution.

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