



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

P.O. Box 356-70300, MANDERA



DATE: 21st January, 2022

VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the County Department of Accounting and Financial Services, as per the constitution of Kenya 2010 and County Government Act No 17 of 2012.

1. DEPUTY DIRECTOR INTERNAL AUDIT, JG 'Q' ONE (1) POST

REF MCPSB /MOF/2022/01/01

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Deputizing the Director for Internal Audit function on various roles;
- Communicating plans of engagements and resource requirement for internal audit functions;
- Management of Internal Audit Services;
- Participate in preparing medium term plan, integrated County plan and strategic plans and budgeting for the department;
- Coordinating the preparation of County development plan and strategies on key sectors;
- Organizing coordination meeting and workshops with stakeholders and partners;
- Facilitate timely and accurate production of audit reports to management;
- Prepare the audit departments work plan and budgets in liaison with the Director and audit staff;
- Give advice on the risk aversion measures and cost saving measures;
- In charge of follow up audits to monitor management intervention;
- Implement best practice audit planning and techniques;
- Ensure objective assurance on the effectiveness and adequacy of the risk management strategies and processes;
- Ensure all identified internal control concerns is addressed;
- Conducts regular and continuous audit of financial transactions of the county and reports on any diversion from the set financial regulations.

Requirement for Appointment

- Be a holder of first degree in any of the following: Commerce/Business Administration (Accounting, or Finance), Economic or statistics from a recognized university in Kenya;
- A master degree in the relevant field will be an added advantage;
- Have relevant knowledge, experience and a distinguished career of not less than eight (8) years from public service, two (2) years of which must have been in senior management level or in comparable position in Private Sector;
- Must possess Knowledge of audit software or any other relevant qualification in audit techniques;
- Demonstrated outstanding professional competence matched with appreciation of the County;

- Passed part III of CPAK/ACCA or other relevant professional Qualification
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (CFE) and in good standing;
- Knowledge in use of Participatory M&E Tools;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

2. ASSISTANT DIRECTOR INTERNAL AUDIT, JG ‘P’ ONE (1) POST

REF MCPSB /MOF/2022/01/02

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Deputizing the deputy director for Internal Audit function on various roles;
- Playing a key role in maintaining a strong control environment and supporting initiatives that improves performance;
- Developing leading capabilities in terms of resources and methodology;
- Communicating plans of engagements and resource requirement for internal audit function
- Management of Internal Audit Services;
- Facilitate timely and accurate production of audit reports to management;
- Implement best practice audit planning and techniques;
- Ensure objective assurance on the effectiveness and adequacy of the risk management strategies and processes;
- Ensure all identified internal control concerns is addressed;
- Conducts regular and continuous audit of financial transactions of the county and reports on any diversion from the set financial regulations;
- Any other duty as may be assigned by the Director of internal audit.

Requirement for appointment

- Bachelor of Commerce/ Business Administration (Finance or Accounting), Economics/Statistics or its approved equivalent from recognized university;
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA); holder of CPAK/ACCA or equivalent professional qualification
- senior management course of not less than four (4) weeks from recognized institution is an added advantage
- Have relevant knowledge, experience and a distinguished career of not less than Seven (7) years, one (1) year of which must have been in senior management level or in comparable position in the Public Service or private sector;
- Must possess Knowledge of team mate audit software or any other relevant qualification in audit techniques;
- Knowledge of professional standards and risk management;
- Excellent communication and interpersonal skills;
- Knowledge in use of Participatory M&E Tools;
- Shown outstanding professional competence and administrative ability in the management of county audit functions;

- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

3. ASSISTANT ACCOUNTANT GENERAL, JG ‘P’ THREE (3) POSTS

REF MCPSB /MOF/2022/01/03

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Providing advisory services to departmental heads and other stakeholders on all financial and accounting matters;
- Assist the deputy director in interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions;
- Maintaining appropriate and up to date accounting records;
- Coordinates the preparation of management and financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, and analysis of deposits;
- Authorizing payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate;
- Monitoring implementation of Accounting Standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- Assist in follow-ups on Audit matters including compilation of Treasury memorandum in respect of all departments;
- Following up on implementation of the internal audit and external auditors’ recommendations;
- Assist in follow-ups on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations;
- Consolidating cash flow projections and expenditure returns submitted by departments; maintaining a check-list of returns and reports received from departments to ensure compliance with the Law and Treasury circulars;
- Oversee and direct the activities of the treasury cash office, examination section, IFMIS payment unit, and treasury registry units;
- Ensuring safe custody of government Assets and records;
- Supervision, training, development and deployment of accounts staff in the Unit;
- Perform such other functions as may be delegated from time to time.

Requirements for appointment

- Be a Kenyan Citizen;
- Served for a minimum of Seven (7) years in the accounting, audit or finance field, one (1) year of which must have been in senior management level or in comparable position in the Public Service or Private Sector;
- A holder of a Bachelor’s degree in Commerce (Accounting or finance option), Business Administration or Economics from a recognized university. A Master’s degree will be an added advantage;
- Passed CPA III (CPAK) examinations or its recognized equivalent;
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing;
- A certificate in Senior Management Course from a recognized institution is added advantage
- Demonstrated professional competence in the field of Accounting Services;
- Shown merit and ability as reflected in work performance and results;
- Proficiency in Computer Application Skills relevant to financial management from a recognized institution;

- Must satisfy the provisions of chapter six of the constitution of Kenya 2010 on leadership and integrity.

4. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT, JG ‘P’ THREE (3) POSTS REF MCPSB /MOF/2022/01/04

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Advising on procurement processes.
- Providing guidance on supply chain management policy and contract design and management.
- Ensure Compliance with Public Procurement & Disposal Act, 2015 and its accompanying regulations.
- Monitor implementation of contracts and delivery schedules to ensure they are delivered on time to enable the county operations to run efficiently.
- Prepare, publish and issue of procurement opportunities which include Invitations to tender, Request for Quotation (RFQ), Request for Proposal (RFP) and Expression of interest in compliance to the relevant legislations.
- Prepare departmental correspondences, notifications and execution of contracts.
- Implement and interpret policies on supply chain management for the county.
- Advising on quality assurance on goods, works and services.
- Maintain accuracy of procurement records and ensure compliance with procurement plan.
- Compile procurement status reports to inform the decision making on the compliance to the annual procurement plans.
- Recommend tender committee members for appointment to the head of supply chain management.
- Maintain, safeguard and archive procurement and disposal document.
- Administer the scheme of service for county government procurement and supply chain management officers and capacity building.

Requirements for appointment

- Be a Kenyan Citizen;
- Seven (7) years of relevant work experience, one (1) year of which must have been in senior management level or in comparable position in the Public Service or Private Sector;
- Bachelor’s degree in Logistics and Supply Chain Management, Supplies Management, Purchasing and Supplies Management or related field from a recognized university.
- Master’s degree will be an added advantage;
- Certified Purchasing and Supplies Management (CIPS) Section IV will be an added advantage;
- A member of the Kenya Institute of Supplies Management (KISM) and in good standing;
- senior management course at a recognized institution is an added advantage
- Knowledge of Public Procurement systems such as IFMIS;
- Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of supply chain management issues and possess thorough understanding of supply chain management issues and emerging supply chain management trends and techniques;

- Satisfy the requirement of Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity.

HOW TO APPLY

Interested applicant should fill in Mandera County employment application form and attach copies of Certificates, Testimonials and Identity card. The Form can be downloaded from Mandera County Website *www.mandera.go.ke* or obtained from Mandera County Public Service Board office.

No online application will be accepted. Mandera County Public Service Board is an equal opportunity employer and corruption free entity.

Incomplete application form will not be accepted and giving false information in the application form will lead to automatic disqualification. The Board will not accept any other form of application except Mandera County Government employments application form.

Applications should reach the County Public Service Board **on or before 7th February, 2022 at 4.00pm.**

Application should be submitted in a sealed envelope clearly marked on the left side the position applied for and vacancy number and;

Addressed to:

Secretary,

Mandera County Public Service Board,

P.O. Box 356-70300, Mandera