



## **MINISTRY OF LABOUR AND SOCIAL PROTECTION**

### **PUBLIC NOTICE**

### **ESTABLISHMENT OF AUDIT COMMITTEE**

#### **A. INTRODUCTION**

Pursuant to Section 73(5) of the Public Finance Management Act, 2012, PFM Regulations 2015 and the guidelines for establishment of Audit Committees in public entities vide Kenya Gazette Notice Vol. CXVIII - No. 40 of 15<sup>th</sup> April 2015 2016, the Ministry invite applications from qualified and interested persons to fill the following positions of the Audit Committee.

#### **B. REQUIREMENT FOR APPOINTMENT**

##### **Chairperson**

To be appointed as the chairperson of the audit committee, one must have the following:

1. A degree from a recognized university.
2. Knowledge and experience of not less than 7 years in audit and/or financial management/accounting.
3. Be a member of a professional body and in good standing.
4. Knowledge and experience in risk management.
5. Be a person of integrity and in compliance with requirements of chapter six of the constitution of Kenya 2010.

##### **Members**

1. A degree from a recognized university.
2. Work experience of not less than 5 years
3. Be a member of a professional body and in good standing.
4. Knowledge in public service/government operations and experience in risk management.
5. Be a person of integrity and in compliance with requirements of chapter six of the constitution of Kenya 2010.

##### **Duties and Responsibilities for the Audit Committee**

1. Evaluate whether processes are in place to address key roles and responsibilities in relation to risk management.
2. Evaluate the adequacy of the control environment to provide reasonable assurance that the systems of internal control are of a high standard and functioning as intended.

3. Perform an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process.
4. Monitor the effectiveness of the Ministry performance information and compliance with the performance management framework and performance reporting requirements.
5. Evaluate the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting.
6. Follow up on the implementation of the recommendations of internal and external auditors.
7. Review the effectiveness of how the Ministry monitors compliance with relevant legislative and regulatory requirements and promotes a culture committed to lawful and ethical behaviour.

Refer to Regulations 174 PFM Regulation, 2015 for more details on duties.

### **Application Process**

All applicants should attach copies of current clearance from CID, HELB, KRA, EACC, and clearance from any accredited credit reference bureau to their application.

Application in a sealed envelope together with the detailed curriculum vitae, copies of academic and professional certificates, national identity card, testimonials, clearances and any other relevant supporting document(s), clearly marked application for Chairperson or Member Audit Committee should be addressed to the undersigned so as to reach the office on or before 8<sup>th</sup> February, 2019.

**HON (AMB) UKUR YATANI**  
**CABINET SECRETARY**

Ministry of Labour and Social Protection  
P.O.BOX 40326-00100  
Nairobi.

Applications can also be dropped in Ministerial Registry located in Fifth Floor, NSSF Building Block A, Eastern Wing.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be conducted.

**Those who had applied earlier are advised to reapply**