



COUNTY ASSEMBLY OF MOMBASA

JOB VACANCY ADVERTISEMENT

The PFM Act, 2012 and PFM Regulations 2015, requires that each entity shall establish an Audit Committee. The Audit Committee form a key element in the governance process by providing an independent expert assessment of the activities of top management, the quality of risk Management, Financial reporting, Financial Management and Internal Audit, to the Board of Directors or a Supervisory Board or Executive Management.

The County Assembly Service Board seeks to recruit suitable candidates to fill the following positions:

1. Chairman Audit Committee - (1Position)

Duties & Responsibilities

- i. Set the agenda for each meeting with the Committee Members;
- ii. Support the Accounting Officer with regard to Provision of oversight on risk management, controls and governance processes and Audit affairs of the County Assembly and make appropriate recommendations to the County Assembly regarding internal control and Audit Matters;
- iii. Follow up on the implementation of the recommendations of Internal and External Auditors;
- iv. Arrange for a periodic review for effective Audit Committee alongside its mandate;
- v. Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirements;
- vi. Provide clarification to Members on the audit Committees responsibilities.
- vii. Have an extensive experience in areas of Audit, Finance & Accounting.

2. Member Audit Committee – (2Positions)

Duties & Responsibilities

- i. Provide oversight on risk management, controls and governance processes and Audit affairs of the County Assembly and make appropriate recommendations to the County Assembly regarding internal control and Audit Matters;
- ii. Follow up on the implementation of the of the recommendations of Internal and External Auditors;
- iii. Arrange for a periodic review for effective Audit Committee alongside its mandate;
- iv. Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirements;

Requirements for Appointment

All members of an audit committee shall:-

- i. Be a citizen of Kenya.
- ii. Have a good understanding of County Government operating, financial reporting or auditing; and
- iii. Have a good understanding of the objects, principles and functions of the entity to which they are to be appointed
- iv. Have served as an Audit Committee Chair, Member or a Principal Internal Auditor or in a comparable position for a minimum period of three (3) years with proven experience;
- v. Have Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;
- vi. Master degree in any of the following disciplines will be an added advantage :- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent qualification from a recognized institution;
- vii. Be a registered member (of good standing) to the following professional bodies: Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);
- viii. Have a Certificate in computer application skills and demonstrate proficiency in computer use and applications; and
- ix. Have demonstrated managerial, administrative and professional competence in work performance and results

3. Director Media & Public Communication – (1Position)

Duties and responsibilities:-

- i. Overseeing reviewing and developing of comprehensive public affairs and communications strategies;
- ii. Overseeing corporate Communications;
- iii. Advising the Assembly on the best media practices;
- iv. Identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
- v. Overseeing designing, innovating and recommending corporate materials for building Assembly's brand;
- vi. Coordinating all the Assembly public functions;
- vii. Coordinating reviewing of the Assembly's corporate image;
- viii. Ensuring that appropriate Public feedback mechanisms are in place;
- ix. Coordinating Assembly's advertising and publicity;
- x. Ensuring maintenance of all public affairs and communications records and photographs; and
- xi. Managing and nurturing relations with critical stakeholders.

Requirements for Appointment

- i. For appointment to this grade, an officer must have:
- ii. Served in the grade of Deputy Director Public Communications for a minimum period of three (3) years;
- iii. Bachelors degree in any of the following disciplines:- Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;

- iv. Masters degree in any of the following disciplines will be an added advantage:- Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- v. Certificate in Leadership Course from a recognized institution;
- vi. Proficiency in computer application skills;
- vii. Registration with a relevant professional body; and
- viii. Demonstrated professional competence and administrative capability in work performance and results.

(C) Application Criteria

Persons interested in filling the above positions should submit their applications accompanied with the following documents;

- i) Academic certificates and other testimonials;
- ii) KRA compliance certificate;
- iii) Clearance certificate from Higher Education Loans Board (HELB)
- iv) Certificate of good conduct from Criminal Investigations Department(CID)
- v) Clearance Certificate from Credit reference Bureau (CRB)
- vi) National Identity Card or passport, and
- vii) An up to date Curriculum Vitae

All applications should be submitted in sealed envelopes to reach the County Assembly Clerks office **on or before, 12th November 2025** at the address below:-

**The Secretary
Mombasa County Assembly Service Board
P. O. Box 80438-80100
Mombasa**

The Mombasa County Assembly Service Board is an equal opportunity employer, and women, the youth and persons living with disabilities who meet the specified requirements are encouraged to apply.

- Any form of canvassing will lead to immediate disqualification.
- Only shortlisted candidates shall be contacted via their mobile phones.

NOTE:

1. Members of Audit Committee shall serve a period of 3 years and the term should only be extended for another three years after the performance of the Members has been reviewed for a further 3 years, totaling to 6 years.
2. Members appointed to Audit Committee shall not be past or present employees of the entity, and shall not have served as an employee or agent of any business organization which has carried out business with County Assembly of Mombasa

Salim Juma
CLERK

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The County Assembly Service Board seeks to recruit suitable candidates to fill the following positions:

1. Chairman Audit Committee - (1Position)
2. Member Audit Committee – (2Positions)
3. Director Media & Public Communication – (1Position)

Interested candidates are advised to visit our website www.mombasaassembly.go.ke for more details.

Applicants should clearly indicate the position applied for on the envelop and address to

The Clerk/Secretary
County Assembly Service Board
P.O. Box 80438/80100
Mombasa

The applications should be addressed as above and be hand delivered to the office of the Clerk at the County Assembly Buildings to reach the office on or before, 12th November 2025. at 4.30pm

Clerk/Secretary

County Assembly of Mombasa Service Board