



The Office of the Auditor-General (OAG) is an Independent Office established under Article 229 of the Constitution of Kenya. The Office is charged with the primary oversight role of ensuring accountability in the use of public resources within the three arms of government (the Legislature, the Judiciary and the Executive) as well as the Constitutional Commissions, Independent Office and any entity that is funded from public funds.

Pursuant to Article 252 (1) (c) of the Constitution, the Office seeks to recruit qualified and competent staff to fill the following positions:

S/No	POSITION	GRADE	POSTS
1.	Deputy Auditor – General	OAG 2	1
2.	Director – Human Resource & Administration	OAG 3	1
3.	Director – Legal Services	OAG 3	1
4.	Director – Supply Chain Management	OAG 3	1
5.	Director - Communication	OAG 3	1
6.	Deputy Director - Communication	OAG 4	1
7.	Deputy Director – Legal Services	OAG 4	1
8.	Deputy Director - Administration	OAG 4	1
9.	Manager – Human Resources	OAG 5	3
10.	Manager - ICT	OAG 5	1
11.	Manager - Finance	OAG 5	1
12.	Manager - Communication	OAG 5	1
13.	Finance Officer	OAG 6	2
14.	Audit Associate II	OAG 8	120
15.	Motor Vehicle Driver	OAG 11	5
16.	Office Assistant	OAG 11	15
17.	Member – Audit Committee		3

Application Procedure

1. All applications must be emailed to the email address indicated for each position. No physical applications will be received.
2. Applicants must attach the following documents:
 - 1) Application Form clearly indicating the post applied for, full name of the applicant, National ID Card No, Telephone Number and email address.
 - 2) Academic and professional certificates
 - 3) Other relevant testimonials
 - 4) Clearance certificates from the following bodies:
 - a) Directorate of Criminal Investigations
 - b) Credit Reference Bureau
 - c) Kenya Revenue Authority
 - d) Ethics and Anti-Corruption Commission
 - e) Higher Education Loans Board where applicable

Applications should reach the Office on or before **25 May 2021**

NOTE:

It is a criminal offence to provide false information and documents in the job applications. The Office shall take appropriate action on any applicant who shall be found to have presented false information and/ or documents.

The Office of the Auditor-General is an equal opportunity employer and seeks to have diversity in the workforce in line with the Constitution. Only shortlisted and successful candidates will be contacted.

Canvassing of any form will lead to automatic disqualification

Advertisement No. 1

DEPUTY AUDITOR – GENERAL: GRADE OAG 3 (1 Post)

deputy_auditorgeneral@oagkenya.go.ke

Purpose of the job

Reporting to the Auditor – General, the Deputy Auditor – General will be responsible for providing leadership in the development and implementation of the strategy for provision of Audit Services in a Department within the Office of the Auditor-General.

Duties and Responsibilities

- 1) Provide leadership in the development and implementation of the overall OAG strategy that is derived from the Constitution of Kenya and the Public Audit Act, 2015 in the delivery of audit and audit reports;
- 2) Provide leadership and guidance on auditing and preparation of audit reports on National and County Governments, Commissions, Independent Offices, Judiciary, statutory bodies, state corporations and any other public entities that are funded from public funds;
- 3) Provide leadership in the development and implementation of departmental budgets, policies and procedures to support the achievement of the corporate strategy;
- 4) Review audit reports for approval by the Auditor-General to ensure compliance with relevant auditing and reporting standards;
- 5) Represent the Auditor-General in forums such as the National Assembly, Senate, County Assemblies and with other stakeholders;
- 6) Engage with the Institute of Certified Public Accountants of Kenya (ICPAK) to set guidelines for audit processes for public sector institutions;
- 7) Provide relevant audit information to key stakeholders on how public funds have been utilized in the audited institutions;
- 8) Provide leadership in development of timely and quality work plans for staff at all levels to ensure effective implementation of the corporate strategy;
- 9) Mentor and coach staff within the Department to enhance work performance as set out in the performance management systems;
- 10) Communicate with both internal and external stakeholders on audit process to enhance objectivity and transparency of the audit process;
- 11) Provide feedback to management on audit reports in order to enhance decision making in the audit processes;
- 12) Guide the training and development of staff in the Department in line with both individual and institutional performance objectives;
- 13) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the Departmental objectives.
- 14) Any other duties assigned from time to time by the Auditor – General.

Requirements for Appointment: -

- 1) A Bachelor's degree from a recognized university preferably in the fields of Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Computer Science, or in any other disciplines relevant to the audit function;
- 2) Certified Public Accountants of Kenya (CPA-K) or its recognized and equivalent qualification from a recognized institution;
- 3) Master's degree from a recognized institution preferably in the fields relevant to the Audit function such as Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Computer Science, or any other relevant disciplines will be an added advantage;
- 4) A practicing member of good standing of a professional body of Accountants recognized by law;
- 5) Strategic Leadership Development Programme (SLDP) or its equivalent from a recognized institution will be an added advantage;
- 6) Knowledge and practical application of the Audit Management Systems;
- 7) Meets the requirements of Chapter Six of the Constitution of Kenya;
- 8) At least 15 years of practical experience in auditing from a reputable organization preferably in the public sector, five (5) of which must have been at the level of a Director of Audit or an equivalent and comparable position.

Core Competences

- 1) **Auditing Principles** - Demonstrate knowledge of the nature, context and objectives of audit, audit powers and independence, distinctions and relationships between internal and external auditing, and various operational aspects of audit, including the application of international auditing standards. Demonstrate knowledge of the principal external auditing standards applicable to both the private (ISAs) and public (ISSAIs) sectors and, demonstrate an understanding of how these standards impact on the auditing process.
- 2) **Professional Ethics in Public Sector** - Demonstrate an in-depth understanding of the role of professional ethics and values in organizational governance in the public sector and the integration of ethical principles into all aspects of public sector financial and operational management.
- 3) **Auditing Reporting Standards** - Demonstrate knowledge and understanding of audit reporting structures in an entity both internal (e.g. Audit Committees) and external (e.g. regulatory/legislative oversight), and the contribution audit can make to effective corporate governance.
- 4) **Build Stakeholders Partnership** - Develop collaborative networks and relationships. Understand client and stakeholder behaviour and attitudes. Collaborate with stakeholders who share a similar sense of purpose and similar values to make a difference in the OAG environment. Collaborate with stakeholders to create win-win situations.
- 5) **Strategic Communication** - Communicate openly and transparently to create a culture of caring and belonging that stimulates staff and stakeholder engagement. Strive to reduce ambiguity and to simplify conversations, presentations and written communication. Simplify the complex and provide clarifications for others so as to achieve desired results.

Advertisement No. 2

DIRECTOR – HUMAN RESOURCE AND ADMINISTRATION: GRADE OAG 3 (1 Post)

director_hradmin@oagkenya.go.ke

Purpose of the job

Reporting to the Deputy Auditor – General (Corporate Services), the Director – Human Resource and Administration will be responsible for providing strategic leadership in Human Resources Management and Administration services and formulation of policies and procedures relating to Human Resource Management and Administration services to ensure that the Office attracts, develops and retains required talents to meet its mandate.

Duties and Responsibilities

- 1) Provide strategic professional leadership and direction for the development and implementation of effective Human Resource Management and Administration services strategies, policies and procedures;
- 2) Coordinate the Office's human resource planning initiatives to ensure the formulation of strategies / programmes for the timely acquisition and / or development of the critical skills required to support and sustain the business strategies of the Office;
- 3) Establish frameworks for the continuous development and review of the human resources capabilities / competencies through learning and development programmes, succession plans and career management processes;
- 4) Develop and implement an effective Performance Management System to motivate staff and enhance performance and productivity;
- 5) Oversee the preparation of the Human Resource Management and Administration budget and exercise expenditure control;
- 6) Develop and implement procedures necessary to attract, select and recruit staff with relevant skills required for the core business of the Office;
- 7) Develop progressive and proactive compensation and benefits strategies to provide motivation, incentives and rewards for effective performance;
- 8) Review and implement OAG social welfare programs including Health, GPA & GLA, and safety programs;
- 9) Coach, mentor and develop the HR and Administration team to ensure excellent performance and effective succession management;
- 10) Proactively manage employee relations and staff discipline so as to achieve optimal labour productivity, industrial harmony and maintain a positive image of the Office;
- 11) Effectively manage both physical and computerized HR Records and Information Systems to ensure accountability of human resources and availability of records for sound decision making;
- 12) Establish initiatives towards the development of a corporate culture that facilitates achievement of the mandate and strategy of the Office.
- 13) Oversee implementation of management decisions and development projects;
- 14) Oversee provision of overall administrative support services in the Office
- 15) Any other duties assigned from time to time by the Auditor – General.

Requirements for Appointment

- 1) A Bachelor's degree in Human Resource Management, Business Administration, Organization Development or any other relevant Social Science degree from a recognized university;
- 2) Diploma or Higher diploma in Human Resource Management from a recognized institution;
- 3) A Master's degree in Human Resource Management, Business Management/Administration, Strategic Management, Organization Development or any other relevant Social Science from a recognized university;
- 4) Proficiency in Computer Applications and knowledge of Human Resource Management Information System;
- 5) Strategic Leadership Development Programme (SLDP) or its equivalent from a recognized institution will be an added advantage;
- 6) Must be a Practicing member of the Institute of Human Resource Management of good standing;
- 7) Must have a valid IHRM Practicing License;
- 8) Thorough knowledge and understanding of Kenya Labour Laws;
- 9) Minimum of 15 years relevant working experience five (5) of which must have been at the level of Deputy Director or equivalent and comparable position.

Core Competences

- 1) **HR Strategy** - Knowledge of how the HR Strategy supports the implementation of the corporate strategies, through HR activities such as HR planning, attraction and recruitment, reward and recognition, performance management, training and development, retention and succession and staff wellness.
- 2) **HR Planning** - Knowledge of the process of developing organization structures, job profiles and to determine staff establishment as well as the competencies (functional knowledge, functional skills, behavioral and leadership competencies) required to function competently and effectively.
- 3) **Attraction, Recruitment and Induction Practices** - Knowledge of attraction strategies and competency-based recruitment to allow for the hiring, placement, assessment and induction of staff with the right functional knowledge, skills and behavioural competencies to excel in OAG environment.
- 4) **Reward and Recognition Practices** - Knowledge of how the Office should compensate staff in a manner that is fair, consistent, reflective of the external market, and should know how to put strategies in place to ensure recognition for the achievement of individual goals, office objectives and professional competency.
- 5) **Performance Management Practices** - Knowledge in aligning activities to the vision and strategy of the Office and to monitor the organization's performance against strategic goals. Knowledge of the process by which managers and staff work together to plan, monitor, and review staff's work objectives and overall contribution to the Office. Knowledge of the process of consulting and assisting line managers in setting objectives, assessing progress

and providing on-going coaching and feedback to ensure that staff are meeting their objectives and career goals.

- 6) **Training and Development Practices** - Knowledge of how to assess and develop skills and competencies of OAG professionals to improve productivity, staff morale and job satisfaction.
- 7) **Labour law** - Knowledge of the body of law that governs the relationship between the Office and the staff, including Labour laws relating to employment contracts, statutory regulations such as collective bargaining, protection from discrimination, wages, hours of work as well as health and safety.
- 8) **Strategy Formulation and Strategic Management** Develop clear strategies and project plans ensuring that the strategies are consistent with the vision and strategic goals of the Office. Systematically envision a desired future and translate this vision into broadly defined goals and a sequence of steps to achieve them.

Advertisement No. 3

DIRECTOR – LEGAL SERVICES: GRADE OAG 3 (1 Post)

director_legal@oagkenya.go.ke

Purpose of the job

Reporting to the Deputy Auditor – General (Corporate Services), the Director – Legal Services will be responsible for the provision of legal advisory services through interpretation of legal matters, leading litigation, maintaining custody of the office’s seal and legal documents, vetting and drafting of legal agreements for the Office.

Duties and Responsibilities

- 1) Participate in the development and implementation of the corporate strategy by developing and implementing the Legal Services strategy;
- 2) Develop and oversee the implementation of legal and governance policies, systems and procedures, in line with the corporate strategy to ensure the achievement of Office mandate;
- 3) Plan and coordinate the functions of the legal Services Directorate to ensure the achievement of the Directorate’s strategic objective;
- 4) Plan, develop, implement, and monitor the budget for the Legal Services Directorate to ensure efficiency and effectiveness in the management of the Office financial resources;
- 5) Provide legal counsel to the Office and ensure compliance with all statutory requirements to ensure the Office is protected from litigation and costs associated with non – compliance;
- 6) Lead the drafting and reviewing of contracts, agreements and leases in which the Office is involved;
- 7) Ensure safe custody of the of the office legal documents, for instance minutes and assist in the preparation of OAG Leadership and Strategy Committee papers, company seals etc to protect the documents from access by unauthorized persons, and for fast retrieval for decision making purposes;
- 8) Ensure adequate preparation and representation of the Office in litigation cases;
- 9) Represent the Office in court and adduce evidence in all cases where the Office may be involved in.

- 10) Coach and mentor staff in the Directorate and make recommendations for appropriate trainings;
- 11) Appraise the staff within the Directorate as per the laid down guidelines.

Requirements for Appointment:

- 1) Bachelor of Law (LL. B) degree from a recognized university;
- 2) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- 3) Be an Advocate of the High Court of Kenya;
- 4) Be a member of good standing of the Law Society of Kenya;
- 5) Be in possession of a current practising license;
- 6) Senior Leadership Development Programme from a recognized Institution will be an added advantage;
- 7) Proficiency in computer applications;
- 8) At least 15 years relevant experience five (5) of which must have been at the level of Deputy Director or its equivalent position preferably in the Public Sector.

Core Competences

- 1) **Constitutional Litigation** - Knowledge of the practice and the procedures involved in litigating constitutional issues in the Office. Ability to critically analyze remedies in constitutional litigation and to develop and refine critical thinking in respect of certain aspects of constitutional law.
- 2) **Mediation, Conciliation and Negotiation** - Knowledge of alternative dispute resolution processes in which the parties settle disputes amicably.
- 3) **Administrative, Public and Constitutional Law** - Knowledge of the labour laws, Public Audit Act, 2015 that governs relationships between individuals and the government, and those relationships between individuals and staff members of the Office which are of direct concern to society.
- 4) **Law of Contract** - Have the knowledge to develop Contract Laws with the intention of creating a legal obligation ensuring agreements are upheld and enforced.
- 5) **Legal Frameworks** - Knowledge of the rules, rights and obligations of Office, governments, and citizens as set forth in a system of legal documents. Knowledge of the country's constitutional, policy, laws and regulations.

Advertisement No. 4

DIRECTOR – SUPPLY CHAIN MANAGEMENT: GRADE OAG 3 (1 Post)

director_supplychain@oagkenya.go.ke

Purpose of the job:

Reporting to the Deputy Auditor – General (Corporate Services), the Director – Supply Chain Management will be responsible for providing leadership in the overall management of Supply Chain Management functions in accordance with the Constitution of Kenya, 2010, Public Procurement and Asset Disposal Act (PPADA), 2015, the Public Procurement and Asset

Disposal Regulations 2020, related circulars and any other guidelines as may be applicable from time to time towards the advancement of OAG's mandate.

Duties and Responsibilities

- 1) Formulate, review, interpret and ensure implementation of procurement policies, strategies, procedures and manuals which safeguard integrity of the procurement processes of the Office;
- 2) Advise the Auditor-General on all procurement and asset disposal matters to ensure compliance by the Office;
- 3) Manage and monitor contracts, vendor performance and service level agreements within the Office;
- 4) Co-ordinate internal monitoring and evaluation of the Supply Chain Management function;
- 5) Oversee preparation, publishing and distribution of procurement and disposal opportunities including invitations to tender in line with the PPAD Act, 2015;
- 6) Develop work plans for the Directorate, supervise implementation and evaluate performance to achieve the Office's strategic plan;
- 7) Recommend training and development programmes for the Directorate staff based on a competency framework, in line with both OAG's strategy and individual needs;
- 8) Ensure timely, efficient and effective procurement of goods, services and works, while adhering to the Procurement policy and regulations;
- 9) Review the developed clarifications to bidders, addendums and any amendments to tender documents;
- 10) Recommend and propose members to be appointed in the evaluation, negotiation, disposal, opening and Inspection and Acceptance Committees to the Accounting Officer in all procurement proceedings;
- 11) Provide professional opinion and recommendations on procurement and asset disposal matters;
- 12) Review monthly reports on contract status, invoice status and stock taking; advice appropriately to ensure minimal distraction of operations of the Office;
- 13) Oversee the development and administration of a supplier satisfaction survey questionnaire to ensure full implementation of contracts;
- 14) Approve the Local Purchase Orders, Local Service Orders, Internal Purchase Requisitions and Internal Store Requisition;
- 15) Oversee periodic and annual stock taking for prudent inventory management;
- 16) Any other duties assigned from time to time by the Auditor – General.

Requirements for Appointment:

- 1) A Bachelor's degree in any of the following: - Supply Chain Management, Commerce/Business Administration, Procurement and Supplies Management, Business Management, Logistics or its equivalent qualification from a recognized institution;
- 2) Diploma or Post graduate qualification in Procurement or Purchasing and Supplies Management from a recognized institution;
- 3) A Masters degree in any of the following: - Supply Chain Management, Commerce, Strategic Management, Procurement and Supplies Management, Business Administration, Logistics or its equivalent qualification from a recognized institution will be an added advantage;

- 4) Certificate in Strategic Leadership Development Programme (SLDP) or its equivalent from a recognized institution will be an added advantage;
- 5) Be a registered member in good standing with the Kenya Institute of Supplies Management;
- 6) Must have a valid Practicing license issued by KISM;
- 7) Minimum 15 years' experience five (3) of which should be in a Position of Deputy Director - Supplies Chain Management or equivalent position preferably in the Public sector.

Core Competencies

- 1) **Procurement Regulations and Legal Framework** - Knowledge of procurement laws and legislation to ensure value for money, open and effective competition, ethics, fair dealing, accountability and reporting. Knowledge of the rules and legislation concerning the process of acquiring goods, works and services for the office.
- 2) **Tender Procedures** - Knowledge of the procedures of making an offer, bid or proposal, or expressing interest in response to an invitation or request for tender.
- 3) **Purchasing** - Knowledge of the receipt and processing of requisitions, advertising for bids, bid evaluation, awarding of supply contracts, inspection of good received, and their appropriate storage and release.
- 4) **Supply Chain Management** - Knowledge of the design and management of processes in the Office with the goal of matching supply and demand in the most cost-effective way.
- 5) **Professional Ethics in Public Sector** - Demonstrate an in-depth understanding of the role of professional ethics and values in organizational governance in the public sector, demonstrating this, by supporting the integration of ethical principles into all aspects of public sector financial and operational management.
- 6) **Contract Management** – Knowledge of the process of managing contract creation, execution and analysis to maximize operational and financial performance in the Office.

Advertisement No. 5

DIRECTOR – COMMUNICATION: GRADE OAG 3 (1 Post)

director_communication@oagkenya.go.ke

Purpose of the Job

Reporting to the Deputy Auditor – General (Corporate Services), the Director – Communication will be responsible for providing strategic leadership in Communications management so as to achieve the communication goals for the Office.

Duties and Responsibilities

- 1) Provide overall strategic leadership and direction for the development and implementation of effective Communications strategies, policies and procedures;
- 2) Establish frameworks for the continuous development and review of the Communications programmes including corporate social responsibility;
- 3) Participate in the development and implementation of corporate strategy;
- 4) Review the execution of communication policies and strategies ensuring they are aligned to the overall goals of the Office;

- 5) Respond to media queries and the public on behalf of the Office;
- 6) Advise the Auditor-General and the senior management on Public Relations and communication issues;
- 7) Produce relevant Information, Education and Communication materials that positively represent the Office;
- 8) Participate in the publication and dissemination of audit reports for the Office;
- 9) Organize interactive media meetings with editors and journalists for public communication on the Office updates;
- 10) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the Directorate objectives;
- 11) Ensure adherence to the code of conduct by the staff to maintain quality standards and integrity in their work;
- 12) Coach and mentor staff members within the Directorate to enhance work performance as set out in the appraisal schemes.
- 13) Any other duties assigned from time to time by the Auditor – General.

Requirements for Appointment:

- 1) A Bachelor's degree in Communications, Journalism, Public Relations, Mass Media or any other relevant discipline from a recognized institution;
- 2) A post graduate qualification in PR, Communications, Journalism, Mass media or its equivalent qualification from a recognized institution;
- 3) Master's Degree in Journalism and Mass Communication, Media Studies, Business Management or any other related relevant discipline from a recognized institution will be an added advantage;
- 4) Strategic Leadership Development Programme (SLDP) or its equivalent from a recognized institution will be an added advantage;
- 5) Registered member of the Public Relations Society of Kenya of good standing;
- 6) Minimum 15 years' experience five (5) of which should be in a Position of Deputy Director Communications or equivalent position.

Core Competences

- 1) **Channel Management** - Knowledge of different distribution channels and how to effectively utilize them to reach relevant internal and external stakeholders of the Office.
- 2) **Branding** - Knowledge of processes and procedures to establish an image or brand by shaping how and what different stakeholders' perceptions of the office will be. Knowledge of corporate identity principles, logo creation and ways to showcase the brand across all media.
- 3) **Content Development** - Knowledge of the process of researching, writing, gathering, organizing, and editing information for publication.
- 4) **Creative Writing** - Knowledge of writing in a way that is not academic or technical but still interesting and appealing to various internal and external stakeholders of the Office.
- 5) **Communication Strategy** - Knowledge to develop and implement a communication strategy to assist the Office to communicate effectively and meet core strategic and organizational objectives.
- 6) **Professional Ethics in Public Sector** - Demonstrate an in-depth understanding of the role of professional ethics and values in organizational governance in the public sector,

demonstrating this, by supporting the integration of ethical principles into all aspects of public sector financial and operational management.

- 7) **Build Stakeholder Partnerships** - Develop collaborative networks and relationships. Understand client and stakeholder behaviour and attitudes. Collaborate with stakeholders who share a similar sense of purpose and similar values to make a difference in the OAG environment. Collaborate with stakeholders to create win-win situations.
- 8) **Strategic Communication** - Communicate openly and transparently to create a culture of caring and belonging that engenders staff and stakeholder engagement. Strive to reduce ambiguity and to simplify conversations, presentations and written communication. Simplify the complex and clarify it for others so they can achieve desired results.

Advertisement No. 6

DEPUTY DIRECTOR – COMMUNICATION: GRADE OAG 4 (1 Post)

dd_communication@oagkenya.go.ke

Purpose of the job:

Reporting to the Director – Communication, the Deputy Director – Communication will be responsible for the implementation and management of communication channels and opportunities with key internal and external stakeholders to ensure that key messages about the Office of Auditor-General (OAG) reach the intended stakeholders.

Duties and Responsibilities

- 1) Monitor the execution of the external and internal communication policies and adherence to set standards across the Office;
- 2) Implement the external and internal communication programmes to support key stakeholders and media relations efforts so as to give the Office the required positioning and visibility;
- 3) Implement all internal and external digital communication for the Office to ensure quality output on outgoing messages;
- 4) Review media commentary and analysis of the print, electronic and social media of the Office;
- 5) Produce press releases, briefs, case studies, articles and speeches on behalf of the Office;
- 6) Prepare Information, Education and Communication materials that positively represent the Office;
- 7) Draft formal speeches for top management to present at formal events involving the Office;
- 8) Coordinate OAG formal events and protocol to internal stakeholders across the institution;
- 9) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the Unit objectives;
- 10) Coach and mentor staff members within the Unit to enhance work performance as set out in the appraisal schemes;
- 11) Gather information on programmes and significant events that impact on customers, and forward the same to the head of Communications for dissemination;

- 12) Edit stories on various topical issues before they are released to the public and liaise with media practitioners and the public on issues of mutual concern.
- 13) Any other duties assigned from time to time by the Auditor – General.

Requirements for Appointment:

- 1) A Bachelor's degree in Communications, Journalism, Public Relations, Mass Media or any other relevant discipline from a recognized institution;
- 2) A post graduate qualification in PR, Communications, Journalism, Mass media or its equivalent qualification from a recognized institution;
- 3) Master's Degree in Journalism and Mass Communication, Media Studies, Business Management or any other related relevant discipline from a recognized institution will be an added advantage;
- 4) Senior Management Course (SMC) or its equivalent from a recognized institution will be an added advantage;
- 5) Registered member of the Public Relations Society of Kenya of good standing;
- 6) Minimum 12 years' experience, five (5) of which should be in a Position of Manager - Communications or equivalent position.

Core Competences

- 1) **Channel Management** - Knowledge of different distribution channels and how to effectively utilize them to reach relevant internal and external stakeholders of the Office.
- 2) **Branding** - Knowledge of processes and procedures to establish an image or brand by shaping how and what different stakeholders' perceptions of the office will be. Knowledge of corporate identity principles, logo creation and ways to showcase the brand across all media.
- 3) **Content Development** - Knowledge of the process of researching, writing, gathering, organizing, and editing information for publication.
- 4) **Creative Writing** - Knowledge of writing in a way that is not academic or technical but still interesting and appealing to various internal and external stakeholders of the Office.
- 5) **Internal Communication** - Knowledge of the transmission of information between staff members taking into consideration communicating with different levels and organizational units of the office.
- 6) **External communication** - Knowledge of the transmission of information between the office and another person or entity in the offices' external environment (auditees, suppliers, legislature, citizens, civil society, the media and public sector at large).
- 7) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.

Advertisement No. 7

DEPUTY DIRECTOR – LEGAL SERVICES: GRADE OAG 4 (1 Post)

dd_legalservices@oagkenya.go.ke

Purpose of the job:

Reporting to the Director – Legal Services, the Deputy Director – Legal Services will be responsible for the implementation of the legal services strategy and plans, and provision of legal advice to the Office.

Duties and Responsibilities

- 1) Provide professional guidance to Management and staff on all legal matters relating to the mandate, functions and operations of the Office on all areas of law;
- 2) Participate in the development and implementation of the Legal Directorate's strategy and plans;
- 3) Coordinate and monitor all litigation instituted against and on behalf of the Office to ensure the best results for the Office in such litigation;
- 4) Participate in the preparation and implementation of the legal services budget;
- 5) Provide professional advice to the Office on legal matters, policies and procedures to enhance compliance, hence reducing reputational, legal and financial risks;
- 6) Participate in drafting, review and interpretation of contracts/agreements between the Office and other parties;
- 7) Carry out searches at the registries i.e. lands, company registry and court files as appropriate in support of legal decisions;
- 8) Prepare legal documentation and legal briefs to represent the Office in court;
- 9) Appraise the staff within the directorate as per the laid down guidelines.

Requirements for Appointment:

- 1) Bachelor of Law (LL. B) degree from a recognized university;
- 2) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- 3) Be an advocate for the High Court of Kenya;
- 4) Be a member of good standing of the Law Society of Kenya;
- 5) Be in possession of a current practicing license;
- 6) A Senior Management Course will be an added advantage;
- 7) Proficiency in computer applications;
- 8) At least 12 years relevant experience five (5) of which must have been at the position of Manager – Legal services or its equivalent preferably in the public sector.

Core Competences

- 1) **Constitutional Litigation** - Knowledge of the practice and the procedures involved in litigating constitutional issues in the Office. Ability to critically analyze remedies in constitutional litigation and to develop and refine critical thinking in respect of certain aspects of constitutional law.
- 2) **Mediation, Conciliation and Negotiation** - Knowledge of alternative dispute resolution processes in which the parties settle disputes amicably.

- 3) **Administrative, Public and Constitutional Law** - Knowledge of the labour laws, Public Audit Act, 2015 that governs relationships between individuals and the government, and those relationships between individuals and staff members of the Office which are of direct concern to society.
- 4) **Law of Contract** - Have the knowledge to develop Contract Laws with the intention of creating a legal obligation ensuring agreements are upheld and enforced.
- 5) **Legal Frameworks** - Knowledge of the rules, rights and obligations of Office, governments, and citizens as set forth in a system of legal documents. Knowledge of the country's constitutional, policy, laws and regulations.

Advertisement No. 8

DEPUTY DIRECTOR – ADMINISTRATION: GRADE OAG 4 (1 Post)

dd_administration@oagkenya.go.ke

Purpose of the job

Reporting to the Director – Human Resource and Administration, the Deputy Director – Administration will be responsible for the development and implementation of the administration services strategy derived from the overall strategy of the Office of the Auditor-General through improvement of administrative processes and policies.

Duties and Responsibilities

- 1) Implement administrative policies and procedures in line with the corporate strategy for the Office to ensure effective and efficient operations;
- 2) Coordinate effective preparation of the administration budget and monitor utilization thereof;
- 3) Oversee the planning functions to ensure integration of administrative services with the business units in order to meet their administrative needs;
- 4) Coordinate Security and safety of staff;
- 5) Ensure compliance of Occupation Safety and Health Act (OSHA);
- 6) Coordinate Transport and Logistic activities;
- 7) Monitor the individual staff performance in line with quality standards and timelines to ensure achievement of the Directorate's objectives;
- 8) Ensure adherence to the Code of Conduct and Ethics by the staff to maintain quality standards and integrity during their work.
- 9) Any other duties assigned from time to time by the Auditor – General.

Requirements for Appointment

- 1) A Bachelor's degree in Social Sciences such as Business Administration, Public Administration, or any relevant degree from a recognized university;
- 2) Diploma in Business Management/Administration or its equivalent relevant qualifications from a recognized institution;
- 3) A Master's degree in Business Administration, Strategic Management or equivalent qualification from a recognized institution;

- 4) Strategic Leadership Development Programme (SLDP) or its equivalent from a recognized institution will be an added advantage;
- 5) Proven computer proficiency;
- 6) Must be a member of the relevant professional body in good standing;
- 7) 12 years relevant working experience from a reputable organization five (5) of which must have been at a Senior or equivalent position preferably in the public sector.

Core Competences

- 1) **Creative/ Innovative** - Develop new and unique ways to improve operations within the Office to deliver excellent, efficient and outstanding service/products to clients (e.g. methods, processes, systems, policies etc.). Take initiative and start activities.
- 2) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 3) **Teamwork** - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within OAG.
- 4) **Handle Conflict** - Deal with disputes in a rational, balanced way through effective communication, problem resolving abilities and good negotiating skills, to restore the focus of the teams within the Office.
- 5) **Strategic Communication** - Communicate openly and transparently to create a culture of caring and belonging that engenders staff and stakeholder engagement. Strive to reduce ambiguity and to simplify conversations, presentations and written communication. Simplify the complex and clarify it for others so they can achieve desired results.
- 6) **Asset Management** - Knowledge of the process of cost-effectively deploying, operating, maintaining, upgrading, and disposing assets within the Office.
- 7) **Project Management skills** - Ability to plan and co-ordinate a project from inception to completion, aimed at meeting set requirements, timelines, costs and quality standards.

Advertisement No. 9

MANAGER – HUMAN RESOURCE MANAGEMENT: GRADE OAG 5 (3 Posts)

manager_hr@oagkenya.go.ke

Purpose of the job:

Reporting to the Deputy Director – Human Resource, the Manager – Human Resource will be responsible for the implementation of sound labour relations, Resourcing, Staff Welfare programs and Performance Management initiatives in the Office of the Auditor-General (OAG).

Duties and Responsibilities

- 1) Assist line managers in the interpretation of Human Resource policies, procedures and regulations;
- 2) Attend employee related court cases and provide information for use as evidence on behalf of the Office of the Auditor-General;

- 3) Coordinate with senior management on staff welfare and discipline to maintain a professional standard as required by general human resource practices management;
- 4) Implement various staff welfare interventions in the Office;
- 5) Coordinate the implementation of performance management processes for other departments in line with the organization's policy and regulations;
- 6) Carry out an institution-wide staff performance analysis, interpret the results of the performance appraisal process and give recommendations on staff promotions to management;
- 7) Participate in the development and maintenance of performance evaluation tools and provide training to staff on performance improvement;
- 8) Analyze and establish staffing needs according to organization structure, strategic plan, annual operational plan and budget;
- 9) Participate in the development and review of the performance management strategy, policy and procedures for the Organization in line with the corporate strategic plan
- 10) Design training plans and training dashboards in accordance with allocated training budget for learning offerings that minimize competency gaps in the Office;
- 11) Initiate suitable learning and development interventions or training programs and evaluate the content for skill improvement for staff at the institution;

Requirements for appointment:

- 1) A Bachelor degree in Human Resource Management, Business Management/Administration, Organization Development or any other relevant Social Science degree from a recognized university
- 2) Diploma/Post graduate diploma in Human Resource Management from a recognized institution;
- 3) A Master's degree in Human Resource Management, Business Management / Administration, Organization Development or any other relevant Social Science from a recognized university will be an added advantage.
- 4) Proficiency in Computer Applications and knowledge of Human Resource Management Information System will be an added advantage.
- 5) Senior Management Course or its equivalent from a recognized institution will be an added advantage.
- 6) Must be a registered member of the Institute of Human Resource Management of good standing.
- 7) Thorough knowledge and understanding of Kenya Labour Laws
- 8) 9 years relevant working experience 3 of which must have been at a HR Officer or equivalent level.

Core Competences

- 1) **HR Planning** - Knowledge of the process to develop organization structures, job profiles and to determine staff establishment as well as the competencies (functional knowledge, functional skills, behavioral and leadership competencies) required to function competently and effectively.
- 2) **Performance Management Practices** - Knowledge to align activities to the vision and strategy of the office and to monitor the organization's performance against strategic goals.

Knowledge of the process by which managers and staff work together to plan, monitor, and review staff's work objectives and overall contribution to the office. Knowledge of the process of consulting and assisting line managers in setting objectives, assessing progress and providing on-going coaching and feedback to ensure that staff are meeting their objectives and career goals.

- 3) **Staff Wellness Practices** - Knowledge of staff wellness practices to ensure a holistic approach by taking into consideration the physical, spiritual, environmental, intellectual, emotional, occupational and mental health of the staff.
- 4) **Labour law** - Knowledge of the body of law that governs the relationship between the office and the staff, including Labour laws relating to employment contracts, statutory regulations such as collective bargaining, protection from discrimination, wages, hours of work as well as health and safety.
- 5) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.
- 6) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 7) **Facilitation Skills** - Ability to guide a group of people in sharing ideas, opinions, experiences and expertise to achieve a common goal and an agreeable action plan.
- 8) **Presentation Skills** - Ability to present information, ideas and arguments to a group of people in such a way that they will be informed, inspired, convinced and persuaded.

Advertisement No. 10

MANAGER – ICT: GRADE OAG 5 (1 Post)

manager_ict@oagkenya.go.ke

Purpose of the job

Reporting to the Deputy Director – ICT, the Manager ICT will be responsible for the provision of back office and front office software applications, computer networks; (Local Area and Wide Area Networks), intranets and management of ICT hardware and related services to ensure ICT connectivity within the organization

Duties and Responsibilities

- 1) Develop contingency plans such as disaster recovery and risk management which will assure business continuity for the Office;
- 2) Manage Information & Communication Technology back office software application including administration and maintenance of all servers and technical storage infrastructure;
- 3) Monitor and analyze ICT technical logs to ensure information security and service continuation;

- 4) Maintain software architecture and documentation based on evolving system requirements to keep up with current technology trends;
- 5) Support front office software applications by maintaining the Audit Management System, management of information system, data warehousing and OAG learning portal;
- 6) Trouble shoot and resolve all ICT application issues that arise, such as user inaccessibility and inability to download software that need to be addressed in a timely manner;
- 7) Analyze potential ICT risks such as network failures and virus invasion to OAG data and report problems to meet system requirements;
- 8) Implement and maintain network security procedures to ensure network resources are not compromised through unauthorized access;
- 9) Initiate and monitor system back up routines and storage solutions as per ICT policy;
- 10) Configure network infrastructure and manage firewalls for the organization's ICT systems to prevent hacker access into systems at the commission;
- 11) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the directorate objectives;
- 12) Ensure adherence to the code of conduct by the staff to maintain quality standards and integrity during their work;
- 13) Undertake quarterly maintenance of all Information Communication Technology assets;
- 14) Ensure the Information Technology service management system is efficiently utilized thorough proper schedules planning for helpdesk incidents and staff queries;
- 15) Prepare Information & Communication Technology support service reports for use by management;
- 16) Provide technical support to Integrated Financial Management Information System, payroll system, internet banking and other related systems in use by the Office.

Requirements for Appointment:

- 1) A Bachelor's degree in Computer Science, Management Information Systems, Information Technology, Electrical/Electronic Engineering, Telecommunications or any other IT related field from a recognized institution;
- 2) Masters degree in Computer Science, Business Administration, Information Systems or related Postgraduate degree from a recognized institution will be an added advantage;
- 3) Cisco Certified Network Professional or Cisco Certified Internet Engineer;
- 4) Certified Data Centre Professional;
- 5) Oracle Certified Administrator;
- 6) Microsoft Certified Systems Engineer (MCSE);
- 7) Registered member of good standing with the relevant professional body;
- 8) Senior Management Course from a recognized institution will be an added advantage;
- 9) At least 9 years of practical experience from a reputable organization three (3) of which must have been at the level of ICT Officer or its equivalent and comparable position.

Core Competencies

- 1) **Creative/ Innovative** - Develop new and unique ways to improve operations within the Office to deliver excellence, efficiency and outstanding service/products to clients (e.g. methods, processes, systems, policies etc.). Take initiative and start activities.

- 2) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 3) **Computer Software Support** - Knowledge of updating and upgrading software, installing new operating system versions, modifying user rights and properties, installation and removal of applications.
- 4) **Website Development and Maintenance** - Knowledge of the web development process, web design, web content development, client-side/server-side scripting and network security configuration.
- 5) **Database Development** - Knowledge of database technologies, database administration, database setup, expanding database functionality and developing new databases.
- 6) **IT Architecture** - Knowledge of methodical IT specifications, models and guidelines, formal and informal IT solutions and infrastructure architecture processes.
- 7) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.
- 8) **Desktop Support** - Knowledge and ability to provide direct or remote desktop user assistance to staff members.
- 9) **Computer Hardware Maintenance** - Knowledge of maintaining and repairing computer hardware.

Advertisement No. 11

MANAGER – FINANCE: GRADE OAG 5 (1 Post)

manager_finance@oagkenya.go.ke

Purpose of the job

Reporting to the Deputy Director – Finance, the Manager – Finance will be responsible for the preparation & review of budgets and processing of payments. The incumbent will also be responsible for timely and accurate preparation of quality management reports.

Duties and Responsibilities

- 1) Provide information for budget justification at the National Treasury, National Assembly and other stakeholders;
- 2) Carry out periodic budget review for the purpose of reallocation and preparation of supplementary budget;
- 3) Review vouchers and supporting documents from vendors to verify accuracy for payments;
- 4) Reconcile payment vouchers and transactions processed through internet banking;
- 5) Update and maintain the weekly vote book status report for the Office;
- 6) Lead annual budgets and forecast processes by coordinating inputs from across the office;
- 7) Review and process approved imprest requests presented by user departments;
- 8) Prepare monthly management reports;
- 9) Prepare regular cash flow analysis for the Office;

- 10) Monitor the individual staff performance in line with quality standards and timelines to ensure the achievement of the directorate objectives;
- 11) Ensure adherence to the code of conduct by the staff to maintain quality standards and integrity during their work;
- 12) Coach and mentor staff members within the directorate to enhance work performance as set out in the appraisal schemes.
- 13) Any other duties assigned from time to time by the Auditor – General.

Requirements for Appointment

- 1) A Bachelor's degree in Business Administration, Commerce, Accounting, Finance, Economics or its equivalent qualification from a recognized university;
- 2) Part II of the Certified Public Accountants (CPA – K) Qualification or its recognized and equivalent qualification;
- 1) A Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, Strategic Management or equivalent qualification from a recognized institution will be an added advantage;
- 2) Senior Management Course or its equivalent from a recognized institution will be an added advantage;
- 3) Registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant professional body of good standing;
- 4) At least 9 years of practical experience in Finance management preferably in a public organization three (3) of which must have been at the level of a Finance Officer or its equivalent and comparable position.

Core Competences

- 1) **Budget Management** - Knowledge of the analysis, organization and oversight of costs and expenditures by adhering to strict internal protocols on expenditures to ensure a well-managed budget that allows for continued smooth operations and growth within the Office. Mobilizing and lobbying of resources for funds and review of the process.
- 2) **Expenditure** - Knowledge of the management, disbursement and consumption of funds and guarding against unnecessary expenditure for the organization. Ensuring that the appropriate laws, regulations and guidelines are followed.
- 3) **Financial Reporting** - Knowledge of the process of producing statements that disclose the Office financial status to the DAG/AG, relevant stakeholders and the government.
- 4) **Public Sector Financial Procedures and Policies** - Knowledge of relevant constitutional, statutory and administrative requirements, ensuring financial efficiency and effectiveness, good practice and high standards for the Office.
- 5) **Financial Management Systems** - Knowledge of the methodology and software that the office uses to oversee and govern its income, expenses, and assets with the objectives of service delivery and ensuring sustainability.
- 6) **Professional Ethics in the Public Sector** - Demonstrate an in-depth understanding of the role of professional ethics and values in organizational governance in the public sector, demonstrating this, by supporting the integration of ethical principles into all aspects of public sector financial and operational management.

Advertisement No. 12

MANAGER – COMMUNICATION: GRADE OAG 5 (1 Post)

manager_communication@oagkenya.go.ke

Purpose of the job:

Reporting to the Deputy Director – Communication, the Manager – Communication will be responsible for editing and design of OAG audit reports and implementation of various internal and external communication interventions for the office.

Duties and Responsibilities

- 1) Edit, proof-read and design audit reports and other publications to make them more reader friendly and easy to understand
- 2) Coordinate the production of popular, Swahili and braille versions of OAG audit reports, to meet the needs of the citizens and expectations of key stakeholders
- 3) Develop and oversee implementation of Communications Strategy and Policy to drive OAG agenda
- 4) Produce proactive and authoritative press releases, briefs, case studies, articles and speeches that drive the corporate objectives of OAG
- 5) Monitor media coverage and develop mitigating measures
- 6) Develop and implement outreach and advocacy programmes to enhance good governance and accountability among targeted stakeholders
- 7) Develop, manage and drive the crisis communications component on behalf of OAG
- 8) Drive, champion and position OAG brand attributes to all external publics through appropriate communications channels
- 9) Implement and manage all digital communication that include website and appropriate social media platforms

Requirements for appointment:

- 1) Bachelor's Degree in English, Linguistics, Communications, Journalism, Public Relations, Mass Media or any other relevant discipline from a recognized institution;
- 2) A post graduate qualification in PR, Communications, Journalism, Mass media or its equivalent qualification from a recognized institution;
- 3) Registered member of the Public Relations Society of Kenya of good standing;
- 4) Minimum 9 years' experience 3 (three) of which should be in a Position of Communication Officer or equivalent position.
- 5) Proven experience in editing, proof reading and document preparation will be an added advantage.

Core Competences

- 1) **Channel Management** - Knowledge of different distribution channels and how to effectively utilize them to reach relevant internal and external stakeholders of the office.
- 2) **Content Development** - Knowledge of the process of researching, writing, gathering, organizing, and editing information for publication.
- 3) **Creative Writing** - Knowledge of writing in a way that is not academic or technical but still interesting and appealing to various internal and external stakeholders of the office.
- 4) **Editing and Proofreading** – Knowledge of correcting issues at the core of writing like sentence construction and language clarity to help improve the readability, clarity, and tone of the text. Identify misspellings, incorrect/missed punctuation, inconsistencies (textual and numerical), etc.
- 5) **IT Communication Systems** - Knowledge of methodology and software (web-based) that the office uses to share information, communicate and interact with relevant internal or external stakeholders.
- 6) **Build Stakeholder Partnerships** - Develop collaborative networks and relationships. Understand client and stakeholder behaviour and attitudes. Collaborate with stakeholders who share a similar sense of purpose and similar values to make a difference in the OAG environment. Collaborate with stakeholders to create win-win situations.
- 7) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 8) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.

Advertisement No. 13

FINANCE OFFICER: GRADE OAG 6 (2 Posts)

finance_officer@oagkenya.go.ke

Purpose of the job

Reporting to the Manager – Finance, the Finance Officer will be responsible for the implementation of the financial and accounting activities in the Office.

Duties and Responsibilities

- 1) Process payment vouchers for approval by the relevant authority;
- 2) Examine and process payments received from the vendors as per the laid down policies and procedures;
- 3) Undertake bank Statements reconciliation;
- 4) Process vendor payments using Integrated Management Information Systems (IFMIS);
- 5) Prepare periodic financial reports for review by the Manager Finance;
- 6) Train staff in Finance Directorate on matters related to financial process and control;
- 7) Supervise and assist in appraising of the staff within the Directorate as per the laid down guidelines and procedures.

Requirements for Appointment:

- 1) A Bachelor's degree in Commerce, Business Administration, Accounting, Finance, Economics or its equivalent qualification from a recognized university;
- 2) Part II of Certified Public Accountants (CPA – K) Qualification or its recognized and equivalent qualification;
- 3) At least 6 years of practical experience in Finance management preferably in a public organization three (3) of which must have been at the level of a Finance Associate I or its equivalent and comparable position;
- 4) Proficiency in computer applications.

Core Competences

- 1) **Budget Management** - Knowledge of the analysis, organization and oversight of costs and expenditures by adhering to strict internal protocols on expenditures to ensure a well-managed budget that allows for continued smooth operations and growth within the Office. Mobilizing and lobbying of resources for funds and review of the process.
- 2) **Expenditure** - Knowledge of the management, disbursement and consumption of funds and guarding against unnecessary expenditure for the organization. Ensuring that the appropriate laws, regulations and guidelines are followed.
- 3) **Financial Reporting** - Knowledge of the process of producing statements that disclose the Office financial status to the DAG/AG, relevant stakeholders and the government.
- 4) **Public Sector Financial Procedures and Policies** - Knowledge of relevant constitutional, statutory and administrative requirements, ensuring financial efficiency and effectiveness, good practice and high standards for the Office.
- 5) **Financial Management Systems** - Knowledge of the methodology and software that the office uses to oversee and govern its income, expenses, and assets with the objectives of service delivery and ensuring sustainability.
- 6) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 7) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the others and adapt to the situation. Adjust the message to the recipient.

Advertisement No. 14**AUDIT ASSOCIATE II: GRADE OAG 8 (120 Posts)**

audit_associate2021@oagkenya.go.ke

Purposes of the Job

This is the entry and training grade for the Audit staff. The position is responsible for the execution of audit functions assigned, and assists in the delivery of timely documentation of audit findings to management for review. The successful candidates will be posted to any of

the OAG Regional offices located in Nairobi, Mombasa, Kisumu, Nakuru, Eldoret, Garissa, Machakos, Kakamega, Embu, Nyeri and Kisii.

Duties and Responsibilities

- 1) Assist in conducting audit assignments and assurance in the auditee institutions i.e. Ministries, Departments, Agencies, State Corporations and Counties according to the prescribed scope within the audit process to ensure compliance with internal controls and authorities;
- 2) Assist in collecting data on information systems and processes of the auditee institution to be used in the validation of financial documents;
- 3) Obtain in-depth understanding of each function of entities being audited, and assist in assessing risks during the audit process;
- 4) Assist in developing and presenting audit reports;
- 5) Assist in the preparation of documents i.e. working papers, planning memorandums and audit reports as required by management in line with the quality standards of the audit process.

Requirements for Appointment

- 1) A Bachelor's Degree from a recognized University preferably in Social Sciences or other fields relevant to the audit function such as Auditing, Accounting, Finance, Economics, Mathematics, Statistics, Computer Science, Law, Business Administration, Engineering, or other relevant disciplines from a recognized institution;
- 2) Demonstrate competence in IT proficiency.
- 3) CPA (K) or its equivalent and recognized qualification will be an added advantage.

Core Competences

- 1) **Integrity** - Uphold a high standard of fairness, objectivity and ethics in everyday work and actions to ensure trust. Commit to do the right thing for the right reason, regardless of the circumstances.
- 2) **Quality Focused** - Be thorough and focused on delivering quality and value with regards to audit services and products in the Office.
- 3) **Teamwork** - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within OAG.
- 4) **Information and Data Gathering** - Ability to determine which method, or combination of methods, should be used to gather information. Ability to conduct interviews, inspections, review documents, make observations, conduct analytical reviews and corroborate to collect information during audit.
- 5) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the others and adapt to the situation. Adjust the message to the recipient.
- 6) **Computer Literacy Skills** - Ability to understand computer concepts and use computers, computer programs, applications and technology efficiently within the Office.

MOTOR VEHICLE DRIVER: GRADE OAG 11 (5 Posts)

vehicle_driver@oagkenya.go.ke

Purpose of the job:

The Motor Vehicle Driver will be responsible for the transportation of authorized staff and goods in the Office of the Auditor-General

Duties and Responsibilities

- 1) Drive a motor vehicle as authorized;
- 2) Carry out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc;
- 3) Detect and report malfunctioning of vehicle systems;
- 4) Maintain work tickets for vehicles assigned;
- 5) Ensure security and safety of passengers, the vehicle on and off the road and / or goods therein;
- 6) Maintain cleanliness of the vehicle.
- 7) Any other duties assigned from time to time.

Requirements for Appointment:

- 1) Kenya Certificate of Secondary Education mean grade D (Plain) or its approved equivalent qualification;
- 2) A valid driving license free from any current endorsement (s);
- 3) Suitability Test for Drivers Grade III conducted by the Ministry of Roads and Public Works;
- 4) Attended a First Aid Certificate Course lasting not less than one week at St. John's Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- 5) A valid Certificate of Good Conduct from the Kenya Police;
- 6) Occupational Trade Test III/II/I for Drivers conducted by the Ministry of Roads and Public Works;
- 7) Defensive Driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- 8) Refresher course for drivers lasting not less than one week within the last three years at KIHBT or any other recognized institution;
- 9) Minimum 3 Years relevant experience.

Core Competences

- 1) **Creative/ Innovative** - Develop new and unique ways to improve logistics and transport operations within the Office to deliver excellence, efficiency and outstanding service/products to clients (e.g. methods, processes, systems, policies etc.). Take initiative and start activities.

- 2) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 3) **Respect - Treat** people with dignity, irrespective of their profession, their views on diverse matters, position, gender, religion, ethnicity, abilities, etc. Show an understanding of different cultural norms within OAG working environment and respond appropriately.
- 4) **Teamwork** - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within OAG.
- 5) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.

Advertisement No. 16

OFFICE ASSISTANT: GRADE OAG 11 (15 Posts)

office_assistant@oagkenya.go.ke

Purpose of the job

The Office Assistant will be responsible for provision of support services to the organization to enable the Office run efficiently.

Duties and Responsibilities:

- 1) Carry out cleaning work to the required standard and as instructed;
- 2) Ensure that tools and equipment are in good working condition and report any defects;
- 3) Deliver files and mail to the respective destinations;
- 4) Assist with organizing and setting up of the office;
- 5) Assist with reallocation and moving of office furniture and assets as per instructions;
- 6) Support in the security of the office by opening and closing of the main doors within set timelines.
- 7) Prepare and provide refreshments for office staff.
- 8) Any other duties assigned from time to time.

Requirements for Appointment:

Kenya Certificate in Secondary Education (KCSE) mean Grade of D+ from KNEC or its equivalent and recognized qualification from a recognized institution.

Core Competences

- 1) **Creative/ Innovative** - Develop new and unique ways to improve operations within the Office to deliver excellent, efficient and outstanding service/products to clients (e.g. methods, processes, systems, policies etc.). Take initiative and start activities.

- 2) **Ethical** - Understand ethical behaviour and public-sector practices. Ensure that own behaviour and behaviour towards others is consistent with these standards and aligns with the values and ethical standards of the Office.
- 3) **Teamwork** - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within OAG.
- 4) **Relationship Building** - Establish and maintain positive working relationships with others, both internally and externally ensuring the achievement of goals and objectives of the Office.
- 5) **Effective Communication** - Speak, listen, and write in a clear, thorough, and efficient manner using appropriate and effective communication tools and techniques. Speak eloquently and engagingly in meetings, in one-on-one situations as well as in small and large groups. Listen, be receptive to the counterpart and adapt to the situation. Adjust the message to the recipient.

Advertisement No. 17

MEMBER – AUDIT COMMITTEE (3 Posts)

member_auditcommittee@oagkenya.go.ke

Duties and Responsibilities:

- 1) Support the Accounting Officer with regard to his / her responsibilities on issues of risk, control and governance and associated assurance
- 2) Follow up on the implementation of the recommendations of internal and external auditors.

Requirements for Appointment:

- 1) Be a Kenyan citizen.
- 2) Bachelor's degree in any of the following: –Accounting, Auditing, Risk Management, Finance, Economics, Procurement, Human Resource Management, Law or any other related field from a University recognized in Kenya;
- 3) Be a registered member of a recognized professional body in good standing;
- 4) Have a thorough understanding of the relevant legislations, best practices and emerging issues in Accounting, Auditing, Risk Management, Finance, Economics, Human Resource Management, Procurement, Law and other related fields;
- 5) Must be persons of integrity and meet the requirements of Chapter Six of the Constitution.
- 6) Have a good understanding of public sector operations, financial reporting or auditing;
- 7) Have a good understanding of the objects, principles and functions of the Office of the Auditor - General.
- 8) Must not be past or present employees of the Office, and shall not have served as an employee or agent of a business organization which has carried out any business with the Office in the last two years.

NOTE:

- 1) Member of the Audit Committee shall be appointed for a term of three years on part-time basis and shall be eligible for re-appointment for a further one term only
- 2) Member of the Audit Committee shall be paid allowances at rates determined by the Salaries and Remuneration Commission.