



IGRTC

INTERGOVERNMENTAL
RELATIONS TECHNICAL
COMMITTEE

Consultation, Cooperation & Coordination in Devolution

ADVERTISEMENT FOR VACANCY OF CHAIRPERSON OF AUDIT COMMITTEE

Pursuant to Section 73(5) of the Public Finance Management Act. 2012 on Establishment of Audit Committees in all public entities, the Intergovernmental Relations Technical Committee (IGRTC) wishes to recruit a Chairperson of the Audit Committee.

Job Purpose

To assist the Technical Committee in the fulfilment of their oversight and ensure achievement of its functions with respect to the financial statements, condition and risk management.

Reporting

The Audit Committee Chairperson shall report to the Technical Committee.

Terms of Appointment

1. Three years on a part time basis renewable subject to satisfactory performance
2. Allowances as determined by the Salaries and Remuneration Commission (SRC) from time to time.

Duties and Responsibilities

1. Chairing committee meetings.
2. Set the agenda of the committee meetings in consultation with the other members and committee secretary.
3. Report to the Technical Committee on activities and decisions made by the audit committee.
4. Support the Technical Committee to provide oversight and assurance on risk management, internal controls and governance processes.
5. Follow up on the implementation of recommendations made by internal and external audits.
6. Periodically arrange for review of the effectiveness and performance appraisal of the Internal Audit function.

**THE CHIEF EXECUTIVE OFFICER
INTERGOVERNMENTAL RELATIONS
TECHNICAL COMMITTEE
P.O. Box 44880-00100
NAIROBI**

7. Perform the roles and responsibilities as laid out in the PFM Regulations 2015 as well as the Audit Committee Guidelines for National Government 2016.

Requirements for Appointment

1. Possess minimum of a Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent qualification from a recognized university.
2. Be a member in good standing of a professional body such as ICPAK, ACCA, IIA or any relevant professional body.
3. Have served at senior management level for at least 10 years with proven experience.
4. Have in-depth understanding of the relevant public sector legislation, best practices and emerging issues in accounting, auditing, financial management, risk management, human resources, procurement, governance and other related fields.
5. Have a good understanding of the objects and functions of the Technical Committee.
6. Have thorough knowledge of the audit committee operation as guided by Public Finance Management Regulations 2015 and Audit Committee Guidelines 2016.
7. Be a person of integrity and satisfy the requirements of Chapter six of the Constitution.
8. Not be a present or past employee of the Committee and shall not have served as an employee or agent of any organization which has carried out any business with the Committee in the last two (2) years.
9. Not be a holder of a political office.

How to Apply

Interested candidates who meet the minimum requirements should submit their applications together with;

1. A detailed Curriculum Vitae;
2. A copy of the National Identity Card;
3. Certified copies of Academic and Professional Certificates;
4. A copy of a latest letter of appointment indicating current post and salary; and
5. Three (3) names of referees, their mobile telephone and e-mail contacts.

Please Note that:

1. The Intergovernmental Relations Technical Committee is an equal opportunity employer. Persons with Disability, Youth, Women and



People from Minority and Marginalized communities are encouraged to apply.

2. The Committee does not ask for any money nor ask applicants to undergo any medical examination.
3. Only shortlisted candidates will be notified.
4. Only the successful candidate will be notified and will be required to provide clearance certificates from KRA, DCI (Police Clearance), EACC, HELB and CRB.
5. It is a criminal offence for any applicant to provide false information and documents in the job application.
6. Canvassing will lead to automatic disqualification.
7. All applications must be submitted in either hard or soft copy, addressed to:

Secretary/Chief Executive Officer

Intergovernmental Relations Technical Committee
Parklands Plaza, Chiromo Lane/Muthithi Road Junction, Westlands
P.O Box 44880-00100
NAIROBI

or

Through email; recruitment@igrtc.go.ke, Subject of the email “Chairperson – Audit Committee”

All applications should reach the Secretary/CEO on or before 3rd February, 2026 before 5.00 pm

