



Enhancing Accountability

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.	Audit Associate II	OAG 8	52
2.	Motor Vehicle Driver	OAG 11	6
3.	Office Assistant	OAG 11	12

Applications for the position of **Audit Associate II** together with a detailed resume, scanned copies of professional and academic Certificates, other testimonials and National Identification card should be submitted to the e - mail address shown on or before **December 31st, 2018** addressed to:

The Auditor –General
Office of the Auditor General
P. O. Box 30084-00100
Nairobi, Kenya.

Applications must have daytime telephone contacts, names and addresses of three referees from the previous employers. **Hard copies will NOT be accepted except for the positions of**

Motor Vehicle Driver and Office Assistant, where applications should be posted to the above address or dropped at the Reception of the Office of the Auditor – General Headquarters based on the 3rd Floor at Anniversary Towers – Nairobi

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 in the applications.

The Office of the Auditor-General is an equal opportunity employer and seeks to have diversity in 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

auditassociateII2018@oagkenya.go.ke

AUDIT ASSOCIATE II – GRADE OAG 8 (52 Posts)

Purpose

This 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 job holder will undertake assignments allocated to him / her by the team leader which may include performance audit, systems and process audit or audit of annual accounts of any entity funded from the public funds. The incumbents may also be deployed to work in Corporate Services Department.

Reporting to the team leader, the incumbents will be deployed to work in any of the OAG offices located in Nairobi, Mombasa, Kisumu, Nakuru, Eldoret, Kakamega, Nyeri, Embu, Garissa, Kisii, Machakos and Bungoma.

Duties and Responsibilities:

- 1) Assist in conducting audit exercises and assurance in the auditee institutions, agencies and state corporations according to the prescribed scope within the audit process to ensure compliance with internal controls and procedures.
- 2) Collect 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 being audited, identify and assess risk during the audit process.
- 4) Assist in developing, presenting and finalizing 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:

Suitable candidates **MUST** have the following minimum qualifications:

- 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, Public Administration, Engineering, Human Resource Management or other relevant disciplines.
- 2) Demonstrate proficiency in Information & Communication Technology

Core Competencies

- 1) **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 of the Auditor – General.

- 2) **Linguistic Analytical Ability** Understands complicated linguistic information, both spoken and written. Produces own documents of high quality.
- 3) **Problem Solving analytical ability** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem
- 4) **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.
- 5) **Teamwork** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness within the Office.

Advertisement No. 2

MOTOR VEHICLE DRIVER- GRADE OAG 11 (8 Posts)

Purpose of the job:

Officers at this level will be deployed to drive OAG vehicles in the Headquarters and other OAG Offices located in Nairobi, Mombasa, Kisumu, Nakuru, Eldoret, Kakamega, Nyeri, Embu, Bungoma, Kisii, Machakos and Garissa.

Duties and Responsibilities

- 1) Driving 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) Proper maintenance of work tickets for vehicles assigned.

- 5) Ensuring security and safety for the vehicle on and off the road including safety of passengers and / or goods therein.
- 6) Maintain cleanliness of the vehicle.
- 7) Any other duties that may be assigned by management.

Requirements for Appointment

Suitable candidates **MUST** have the following minimum qualifications:

- 1) Kenya Certificate of Secondary Education or its equivalent qualification from a recognized institution.
- 2) A valid driving license free from any current endorsements for classes of vehicles BCE.
- 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) At least two years' driving experience.

Advertisement No. 3

OFFICE ASSISTANT – GRADE OAG 11 (15 Posts)

Purpose of the job:

This position is responsible for provision of support services to the organization to enable the Office run efficiently. Officers at this level will be deployed to perform general office duties in the Headquarters and other OAG offices located in Nairobi, Mombasa, Kisumu, Nakuru, Eldoret, Kakamega, Nyeri, Embu, Bungoma, Kisii, Machakos and Garissa.

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 letters to the respective destinations
- 4) Organize and set up of the office
- 5) Reallocation and moving of office furniture and assets as per instructions.
- 6) Enhance and support in the security of the office by opening and closing of the main doors.
- 7) Prepare and provide refreshments for office staff.
- 8) Any other duties that may be assigned by management.

Requirements for appointment:

- 1) Kenya Certificate of Secondary Education or its equivalent qualification from a recognized institution.

Office of the Auditor-General, Anniversary Towers. P. O. Box 30084-00100, Nairobi, Kenya.
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Office of the Auditor-General Kenya



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