



REWARDING CAREER OPPORTUNITIES

Our client, the Public Sector Accounting Standards Board (PSASB), is a semi-autonomous state agency which was established by the Public Finance Management (PFM) Act No. 18 of 24th July, 2012 and was gazetted by the Cabinet Secretary, the National Treasury on 28th February, 2014. The Board is mandated to provide frameworks and set standards for the development and management of accounting and financial and internal audit systems for all state organs and public entities. The Board now invites applications from competent individuals to fill the following vacant positions:

CHIEF EXECUTIVE OFFICER / SECRETARY TO THE BOARD GRADE ASB 1: Job Ref: EHC/1186/19

Terms of Service: Contract of Three (3) years renewable once subject to satisfactory performance

Overall Responsibility

The Chief Executive Officer (CEO) is an ex-officio member of the Board and Secretary to the Board. He or she and will be answerable to the Board and responsible for the management of the affairs and transactions of the organization. Working closely with the Board, the successful candidate will be a strategic thinker and shall be responsible for developing and implementing the Board's long term plans and objectives.

Job Summary

The CEO will be reporting to the Board and responsible for the day-to-day management and operations of the organization. Specifically, he or she will:

- Develop and implement the long term corporate strategy, business plans and annual operating budgets of the organization.
- Implement the organization's policies and resolutions.
- Coordinate the adoption and tailoring of international standards for accounting and internal auditing for public sector entities in Kenya.
- Ensure prudent management of assets and financial resources and accountability through proper monitoring and effective internal control measures.
- Provide leadership in the day-to-day business of the organization and ensure a competent, efficient and motivated staff to enhance productivity and performance.
- Promote an effective risk management culture and ensure compliance with relevant legal, regulatory and policy frameworks.
- Foster a corporate culture that promotes sound ethical and good governance practices.

- Manage relationships, networks and engagement with stakeholders including government agencies, local and international partners.
- Enhance the corporate reputation and image of the organization.

Person Profile

- Must have served for a minimum cumulative period of ten (10) years in Finance, Accounting or Auditing or related field in a reputable organization five (5) years of which should be at a senior management position.
- Must be a holder of Bachelor's degree in Finance, Accounting or Auditing, Administration or Management or related field from a recognized institution.
- Must be a holder of Certified Public Accountants (CPA) / Association of Chartered Certified Accountants (ACCA) qualification, preferably with Certified Internal Auditors (CIA) or Certified Investment and Financial Analysts (CIFA) or Certified Secretaries (CS) qualification or other equivalent relevant qualification.
- Must be a member in good standing of relevant professional bodies.
- Holding a Master's degree in Finance, Accounting, Auditing or related field from a recognized institution will be an added advantage.
- Must have thorough knowledge and understanding of international accounting and auditing standards and hands on experience in their application.
- Holding relevant experience gained in professional accountancy and audit firms or standard setting body will be an added advantage.
- Must demonstrate a high standard of professional competence and managerial capabilities.
- Must meet all the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on Leadership and Integrity.

DIRECTOR, TRAINING AND CORPORATE SERVICES, GRADE ASB 2: Job Ref: EHC/1187/19

Terms of Service: Contract of Three (3) years renewable subject to satisfactory performance.

Job Summary

Reporting to the CEO, the Director Training and Corporate Services will be a member of the senior management team and will be responsible for:

- Training needs assessment and designing and implementing relevant capacity building programs for public sector entities.
- Developing, formulating, supervising and advising on policy issues concerning Finance, Accounting, Procurement, Human Resources and Administration.
- Developing and implementing the organization's procurement plans.
- Coordinating and overseeing recruitment, selection, placement and promotion of human resource in the organization.
- Coordinating the preparation of respective board papers for relevant Committees of the Board.
- Designing and implementing an accounting and finance management system.
- Coordinating and overseeing the preparation of quarterly and annual financial reports and statements of accounts.
- Coordinating the preparation and implementation of the annual budgets of the organization.
- Developing and implement an information and communication strategy.

Person Profile

- Must have served for a minimum cumulative period of eight (8) years in finance, accounting, audit, management, human resource or related field in a reputable organization three (3) years of which should be at a senior management position.
- Must be a holders of Bachelor's degree in any of the following disciplines: - Commerce; Business Administration; Human Resource Management; Public Administration or other relevant equivalent qualification from a recognized institution.
- Must be a holder of CPA/ACCA, preferably with CIA or CIFA or CS qualification or other equivalent relevant professional qualification.
- Must be a member in good standing of a relevant professional body.
- Holding a Master's degree in Commerce; Business Administration; Human Resource Management; Public Administration or other relevant equivalent qualification from a recognized institution will be an added advantage.
- Must have experience in organizing and designing and implementing training and capacity building programs.
- Must demonstrate a high standard of professional competence and managerial capabilities.
- Must meet all the requirements of Chapter 6 of the Constitution of Kenya, 2010 on Leadership and Integrity.

DIRECTOR, ACCOUNTING STANDARDS, GRADE ASB 2: Job Ref: EHC/1188/19

Terms of Service: Contract of Three (3) years renewable subject to satisfactory performance.

Job Summary

Reporting to the CEO, the Director Accounting Standards will be responsible for:

- Corroborating with International Accounting Standards Board (IASB) and International Public Sector Accounting Standards Board (IPSASB) in ensuring quality of International Financial and Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS).
- Leading in research and publication thereof of materials that promote the activities of the organization.
- Monitoring and evaluation role to ensure that the standards are effectively adopted and implemented by all reporting entities and recommend any necessary actions for improvement.
- Developing learning materials and lead in training and capacity building of standards.
- Developing and implementing a roadmap for migration to accrual basis of accounting for public sector entities.

Person Profile:

- Must have served for a minimum cumulative period of eight (8) years in Finance, Accounting or Auditing or related field in a reputable organization three (3) years of which should be at a senior management position.
- Must have a Bachelor's degree in finance, accounting, auditing or related field from a recognized institution.
- Must be a holder of CPA/ACCA, preferably with CIA or CIFA qualification or equivalent relevant qualification.
- Must be a member in good standing of a relevant professional body.

- Holding a Master's degree in finance, accounting, auditing, business administration or related field from a recognized institution will be an added advantage.
- Must have thorough knowledge and understanding of IFRS and IPSAS as well as hands on experience in their application.
- Must demonstrate a high standard of professional competence and managerial capabilities.
- Must have experience in organizing and designing and implementing training and capacity building programs in international accounting standards.
- Must meet all the requirements of Chapter 6 of the Constitution of Kenya, 2010 on Leadership and Integrity.

DIRECTOR, INTERNAL AUDIT STANDARDS, GRADE ASB 2: Job Ref: EHC/1189/19

Terms of Service: Contract of Three (3) years renewable subject to satisfactory performance.

Job Summary:

Reporting to the CEO, the Director Internal Audit Standards shall be responsible for:

- Corroborating with International Internal Audit Standards Board (AIISB) in ensuring quality of internal audit standards.
- Leading in research and publication thereof of materials that promote the activities of the organization.
- Monitoring and evaluation role to ensure that the standards are effectively adopted and implemented by all reporting entities and recommend any necessary actions for improvement.
- Developing learning materials and lead in training and capacity building of standards.

Person Profile:

- Must have served for a minimum cumulative period of eight (8) years in Finance, Accounting or Auditing or related field in a reputable organization three (3) years of which should be at a senior management position.
- Must have a Bachelor's degree in any of the following disciplines: Finance, Accounting Auditing or related field from a recognized institution.
- Must be a holder of CIA, preferably with CPA/ACCA or CIFA or equivalent relevant qualification.
- Must be a member in good standing of the Institute of Internal Auditors (IIA).
- Holding a Master's degree in Finance, Accounting, Auditing, Business Administration or related field from a recognized institution will be an added advantage.
- Must have thorough knowledge and understanding of international internal auditing standards and hands on experience in their application.
- Must demonstrate a working knowledge in Computer Assisted Audit Techniques (CAATs).
- Must demonstrate a high standard of professional competence and managerial capabilities.
- Must have experience in organizing and designing and implementing training and capacity building programs in international accounting standards.
- Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010 on Leadership and Integrity.

**MANAGER, HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION
GRADE ASB 3: Job Ref: EHC/1190/19**

Terms of Service: Permanent and pensionable

Job Summary:

Reporting to the Director, Training and Corporate Services, the Manager of Human Resources and Administration shall effectively manage the human resources function at the organization by ensuring optimal utilization of human capital resources, competitive talent attraction, formulation, and coordinating implementation of human resources and administration policies, regulations and procedures; curriculum development and design; managing succession planning, continuous HR Audits to ensure staffing levels are achieved, developing competency framework for the staff and the general administration function.

Person Profile:

- Must have served for a minimum cumulative period of five (5) years in HR and Administration function in a reputable organization two (2) years of which should be at a management position.
- Must be a holder of Bachelor's degree in Human Resources Management or Human Resources Development or Business Administration (Human Resource Management option) or equivalent qualification from a recognized Institution.
- Must hold a post graduate diploma in Human Resources Management, Industrial Relations, Business/Public Administration or its equivalent qualification from a recognized Institution.
- Must be a member of the Institute of Human Resources Management in good standing.
- Having experience in talent acquisition, management & training consultancy with large consulting firms will be an added advantage.
- Must demonstrate professional competence in work performance and results.

PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER GRADE ASB 4; Job Ref: EHC/1192/19

Terms of Service: Permanent and pensionable

Job Summary:

Reporting to the Director, Training and Corporate Services, the Principal Supply Chain Management Officer shall effectively be charged with overseeing development, implementation and review of policies, strategies, plans and programmes related to the organization's supply chain management.

Person Profile:

- Must have served for a minimum cumulative period of five (5) years in supply chain management or related field in a reputable organization two (2) years of which should be at a management position.
- Must be a holder of Bachelor's degree in procurement or supplies management, logistics, or equivalent qualification from recognized institution;
- Must be a member in good standing of the Kenya Institute of Supplies Management (KISM) or any other relevant professional body.
- Must be of proven integrity, transparency and accountability.
- Must demonstrate outstanding professional competence in supply chain management.

PRINCIPAL CORPORATE COMMUNICATION OFFICER GRADE ASB 4: Job Ref: EHC/1191/19

Terms of Service: Permanent and pensionable

Job Summary:

Reporting to report to the CEO, the Principal Corporate Communication Officer will be in charge of developing public relations strategies, campaigns, and initiatives to improve public perception of the organization; overseeing the development and implementation of communications policies, strategies, plans and protocols; preparing and publishing newsletters and other literature of the organization; drafting speeches in liaison with CEO; responding to information queries from media and the general public; writing press releases; developing and maintaining corporate image and logos; providing technical advice to the organization on corporate communication; supervising social media outreach; and overseeing the preparation of website content and updates.

Person Profile:

- Must have served for a minimum cumulative period of five (5) years in communication and public relations or related field in a reputable organization two (2) years of which should be at a management position.
- Must be a holder of Bachelor's degree in any of the following disciplines: communication, business management, political science, public administration, public relations, law, economics, or its equivalent qualifications from a recognized institution.
- Membership in good standing of a relevant professional body will be an added advantage.
- Must demonstrate professional competence in work performance and results.

Candidates will be required to satisfy or initiate the process of complying with the requirements of Chapter six (6) of the Constitution of Kenya 2010 including:

- Certificate of good Conduct from the Directorate of Criminal Investigations (CID);
- Valid Tax Compliance Certificate from the Kenya revenue Authority (KRA);
- Clearance Certificate from the Higher Education Loans Board (HELB);
- Clearance for the Ethics and Anti-Corruption Commission (EACC);
- Clearance from the Credit Reference Bureau (CRB)

HOW TO APPLY

Those fulfilling the requirements of the positions should submit their applications quoting the reference number of the vacancy on the envelope together with a detailed Curriculum Vitae and all relevant testimonials stating current position, current remuneration, expected salary, email address, telephone contacts to the following email address: **recruitment@eaglehr.co.ke**.

For detailed information, please visit: **www.eaglehr.co.ke** and www.psasb.go.ke. **Applications should be received by Tuesday 5th March 2019.** Applicants should provide postal address, telephone and email contacts of three references. **Eagle HR Consultants DOES NOT charge applicants any interview fee.**

All hard copy applications to be addressed or delivered to:

CHIEF EXECUTIVE OFFICER
EAGLE HR CONSULTANTS LTD
10TH FLOOR WESTERN HEIGHTS
P. O Box 33929-00600
KARUNA RD, WESTLANDS

PSASB IS AN EQUAL OPPORTUNITY EMPLOYER.