



## **INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)**

### **CAREER OPPORTUNITY**

#### **PARLIAMENTARY LIAISON OFFICER (GRADE 5)**

##### **Job Ref: ICPAK002/2026**

The Institute of Certified Public Accountants of Kenya (ICPAK) is the professional organization for Certified Public Accountants in Kenya established in 1978 and draws its mandate from the Accountants Act Cap 531. Since then, ICPAK has been dedicated to development and regulation of the accountancy profession in Kenya so as to enhance its contribution and that of its members to national economic growth and development. In its endeavor on institutional strengthening, ICPAK is seeking to recruit dynamic, self-driven and results oriented individual to fit in a team that will propel it to a World Class Professional Accountancy Body.

##### **Job Summary:**

The Institute is mandated by the Accountants Act, CAP 531 to among others, enhance its contribution and that of its members to national economic growth and development. Given this mandate, Parliament is an important stakeholder to the Institute in ensuring that the principles of public finance management as prescribed under Article 201 of the Constitution are adhered to. In fact, the critical aspect of policy formulation and management of public resources for the improved livelihoods of all Kenyans remains within the purview of Parliament.

In this regard, the Institute engages closely with Parliament – the National Assembly and the Senate in the performance of its mandate. World over, it is increasingly being recognized that legislatures, both at the national and sub-national levels, have a critical role to play to strengthen economic governance, improve transparency in public finances and ensure government accountability. According to the OECD, enhancing legislative scrutiny of the budget and oversight of its execution is increasingly considered to strengthen government accountability and curb corruption.

##### **Job Profile:**

The Parliament Liaison Officer shall report to the Director, Public Policy & Research and be the Institute's link person to the Parliament's Committees of interest to the Institute's mandate. Essential duties and responsibilities shall include those listed below; other incidental duties as may be allocated from time to time:

##### **Duties and Responsibilities:**

1. Coordinate and enhance communication between the Institute and specified Committee(s) of Parliament

2. Support the Committee(s) to improve its/their techniques of inquiry and in-depth interrogation of matters before the committee in areas of the Institute's expertise
3. Develop recommendations that would assist organizations/ agencies to act on the recommendations of the committee(s)
4. Respond to queries on matters relating to the profession, the Institute or its members in the conduct of the Committee's mandate with the guidance from the Institute
5. Participate in activities of the Committee(s) in liaison with the Institute
6. Prepare and submit on a quarterly basis, the status report on the affairs affecting and impacting the Institute and the Profession

**Person Profile:**

1. Be a citizen of Kenya
2. Meet the requirements of Chapter Six of the Constitution
3. Must be a member of ICPAK in good standing.
4. Possess a Bachelor of Commerce degree or any other business-related degree from a recognized University, a Post-Graduate qualification will be an added advantage
5. Minimum relevant work experience of at least six (6) years in internal and or external audit work in a reputable organization

**Knowledge, Skills and Abilities**

The following key attributes will be required:

*Knowledge*

1. Should be knowledgeable on all the subsets of the profession including pertinent emerging issues within the profession and other related areas.
2. Must possess an excellent knowledge of International Financial Reporting Standards, International Public Sector Accounting Standards (IPSASs), Sustainability Reporting Standards, International Auditing Standards (IASs) and other professional standards
3. Knowledge and demonstrable experience on key integrity and governance issues affecting the nation.
4. Knowledge and experience in engagement with Parliament at the National or County level

*Skills and Abilities*

1. Good communication and negotiation skills with the ability to present and convey complex ideas clearly
2. Possess articulate stakeholder and relationship management skills
3. Ability to cultivate partnerships and collaborations
4. Be a self-driven team player
5. Be of high moral character, integrity. and impartiality
6. Proven high degree of professional competence
7. Be a results-oriented leader
8. Strategic thinker with the ability to effectively multitask and handle multiple concurrent assignments

**Terms of Service**

The successful candidate will be appointed on contractual basis in line with the Institute's Human Resource Policy.

A competitive remuneration package will be offered in line with the terms of service for ICPAK Staff.

**How to apply**

Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** to the following email address: [plo26@icpak.com](mailto:plo26@icpak.com)

Applications should be received on or before close of business on **Wednesday 1st July 2026**.

**ICPAK is an equal opportunity employer and qualified applicants from all backgrounds are encouraged to apply.**

Only shortlisted candidates will be contacted.