



# MINISTRY OF GENDER, CULTURE AND CHILDREN SERVICES

## RECRUITMENT OF THE MINISTERIAL AUDIT COMMITTEE

### A. INTRODUCTION

The Ministry of Gender, Culture and Children Services is seeking to recruit a chairperson and three (3) members for the Ministerial Audit Committee in compliance with Section 73 (5) of the Public Finance Management (PFM) Act 2012, and the guidelines contained in the Kenya Gazette Notice Vol. CXVIII No. 40 of 15th April 2016.

### B. REQUIREMENT FOR APPOINTMENT AS: -

#### 1. Chairperson

Chairperson of the Audit Committee must have the following qualifications: -

1. Shall be independent of the National Government entities, be knowledgeable of the organization, have the requisite business and leadership skills and shall not be a political office holder;
2. A degree from a recognized University;
3. Knowledge and experience of not less than 7 years in audit and/or financial management/ accounting;
4. Be a member of a professional body and in good standing;
5. Knowledge and experience in risk management;
6. Be a person of integrity and in compliance with the requirement of Chapter six (6) of the Constitution of Kenya 2010.

#### Duties of the Chairperson

Chairperson shall:

1. Ensure that minutes are taken at each meeting and provided to the members of the committee before the next meeting;
2. Have access to management, the head of internal audit and external auditors.
3. Send or cause to be sent:
  - a. All notices of Audit Committee meetings at least fourteen (14) days before the meeting; and
  - b. All minutes of Audit meetings.

#### 2. Member

To be appointed as a member of the Audit Committee, one must have the following qualifications: -

1. Should not be past or present employees of the entity and shall not have served as an employee or agent of a business organization which has carried out any business with the concerned entity in the last two (2) years.
2. A degree from a recognized University
3. Working experience of not less than 5 years
4. Be a member of a professional body and a good standing.
5. Knowledge of public service/ government operations; and
6. Be a person of integrity and in compliance with the requirements of Chapter six (6) of the Constitution of Kenya 2010.

#### Duties of the Member

The main functions of the Audit committee members are:

1. Support the Accounting Officer with regard to their responsibilities for issues of risk, control and governance and associated assurance but the responsibility over the management of risk, control and governance process remains with the management of the concerned entity;
2. Follow up on the implementation of the recommendation of internal and external Auditor's reports;
3. Approval of internal Audit Annual Workplan and corresponding budget; and
4. Evaluate the quality of internal Audit function.

### C. TERMS OF APPOINTMENT

1. The chairperson and members of the Audit Committees shall be appointed for a term of three (3) years and shall be eligible for re-appointment for a further term of three (3) years.
2. Despite the provision of paragraph (1), after expiry of every term at least one-third of the committee shall retire and not be eligible for reappointment.
3. The roles and responsibilities of the Audit Committee shall be laid out in the guidelines issued by the Public Sector Accounting Standards Board.

### D. REMUNERATION AND COMPENSATION

1. The Chairperson and members of the Audit Committee will be paid allowance on account of attendance of audit committee meetings as determined by the National Treasury in consultation with other relevant entities.
2. Reimbursement to the Chairperson and members expenses incurred while attending to Audit Committee duties.

### E. APPLICATION PROCESS

All interested applicants who meet the requirement in (B) above should submit their applications together with detailed curriculum vitae, copies of Academic and Professional certificates, testimonials and national identity card in a sealed envelope and addressed as below:

**The Cabinet Secretary  
Ministry of Gender, Culture and Children Services  
5th Floor Maktaba Kuu Building Upperhill  
P.O Box 30221-00100 Nairobi-Kenya  
Email: [cs@gender.go.ke](mailto:cs@gender.go.ke)  
Tel: +254-020-2217508/2180556**

The sealed envelope is to be dropped at the office of the Cabinet Secretary on 5th floor, Maktaba Kuu Building, Upperhill

The deadline for receipt of applications is at close of business on the **Wednesday, 20th May 2026**

Ministry of Gender, Culture and Children Services avails equal engagement opportunities to all Kenyans, women, persons with disabilities, the marginalized and minorities are encouraged to apply.

#### Please Note:

1. Only shortlisted candidates shall be contacted.
2. Successful candidate(s) will be required to submit the documents listed below to comply with the requirement of Chapter six (6) of the Constitution of Kenya, 2010
  - Certificate of good conduct from the Directorate of Criminal Investigations.
  - Clearance certificate from Higher Education Loans Board (HELB)
  - Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
  - Clearance from Ethics and Anti-Corruption Commission (EACC)
  - A report from an approved Credit Reference Bureau (CRB)

**Any form of canvassing shall lead to immediate disqualification**