



VACANCY

The Media Council of Kenya is an independent national institution established by the Media Council Act, 2013 as the leading institution in the regulation of media and in the supervision of the conduct and discipline of journalists. The Council seeks to fill the following position:

MEMBER, AUDIT COMMITTEE

The Media council is desirous of recruiting a Member of the MCK Audit committee for a duration of six (6) months. The Council invites applications from suitably qualified candidates for the position.

Role Summary

The Members constituting the Audit Committee will report to the Council on significant financial reporting issues and judgements made in connection with preparation of the Council's financial statements, interim reports, preliminary announcements and related formal statements. As a member of the Audit Committee the incumbent will be responsible for obtaining assurance from management that all financial and non-financial internal control and risk management functions are operating effectively and reliably.

Duties and responsibilities

The Committee's duties include:

- Obtaining assurance from management that all financial and non-financial internal control and risk management functions are operating effectively and reliably.
- Providing an independent review of the Council's reporting functions to ensure the integrity of financial reports.
- Monitoring the effectiveness of the Council's performance management and performance information.
- Providing strong and effective oversight of the Council's internal audit function.
- Providing effective liaison and facilitating communication between management, internal audit and external audit.
- Providing oversight of the implementation of accepted audit recommendations.
- Ensuring the Council effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behavior.
- Duration: Six (6) months on part time basis, renewable subject to satisfactory performance

Requirements for appointment

For appointment to this role, the candidate must possess the following qualifications:

- Bachelor's Degree in Commerce (Finance/Accounting option), Business Administration (Finance/Accounting option) or related field from a University recognized in Kenya.
- Be Certified Public Accountants of Kenya (CPA-K), or Certified Internal Auditor (CIA)
- Be a member of ICPAK or Institute of Internal Auditors (IIA) in good standing.
- Seven (7) years' experience in Accounting/Auditing or Served in a reputable organization.
- Excellent working knowledge of an Audit Committee's functions and risk management frameworks;
- Have a thorough understanding of the relevant legislation, best practices and emerging issues in Accounting, Auditing, Finance, Risk management, Human Resource, Procurement and other related fields
- Proficiency in use of computer applications.
- Have a good understanding of government operations and financial management systems.
- Have demonstrated professional competence and administrative ability as shown in work performance and results

Interested candidates who meet the minimum requirements are requested to visit the MCK website www.mediacouncil.or.ke under the careers section where comprehensive job description has been posted.

How to apply:

Applicants meeting above qualifications should send their applications, giving full details of their age, qualifications, experience, present and expected remuneration, full contact address including daytime telephone number, **detailed C.V**, copies of certificates and testimonials and contact details of three referees.

Applications should indicate position applied for including the reference number and addressed to:

The Chairman
Media Council of Kenya
P.O. Box 43132- 00100
NAIROBI

We advise that all application be sent to E-mail: recruit@mediacouncil.or.ke and attach clearance from Kenya Revenue Authority(KRA) National Police Service, Ethics and Anti-Corruption Commission, Higher Education Loans Board and the Credit Reference Bureau(CRB)

Or hand deliver applications to: Media Council of Kenya, Ground Floor, Britam Centre at Mara/Ragati Road Junction in Upper Hill So as to reach not later than **16th July 2021 at 5.00 pm**.

NB: The Media Council of Kenya is an equal opportunity employer. Qualified persons living with disability are encouraged to apply. Only Shortlisted candidates will be contacted, and canvassing will lead to automatic disqualification.