

## CAREER OPPORTUNITIES

The Public Sector Accounting Standards Board (PSASB) is a semi-autonomous state agency established by the Public Finance Management (PFM) Act No.18 of 2012. The Board is mandated to provide frameworks and set standards for developing and managing accounting, financial and internal audit systems for all state organs and public entities. The Board invites applications from competent individuals to fill the following vacant positions.

### 1. CHIEF EXECUTIVE OFFICER REF: PSASB/1/2024

<b>Terms of Service</b>	3 years Contract renewable once subject to satisfactory performance
<b>Job Purpose</b>	The position is responsible for overall leadership and day to day running of the PSASB in implementing the strategic and operational decisions of the Board of Directors. The CEO oversees the regulatory role of PSASB in prescribing financial reporting standards, internal audit standards, risk management framework & audit committee guidelines, facilitating and monitoring their implementation by public sector entities in line with Section 194 of the PFM Act (2012) and its Regulations.
<b>Reports to</b>	Board of Directors
<b>Job Specification</b>	<ol style="list-style-type: none"> <li>1. Served in a Financial, Accounting, Banking or Audit Function in a reputable organization for a cumulative period of fifteen (15) years of which seven (7) must have been at a senior management position.</li> <li>2. Master's degree in any of the following disciplines: - Finance, Accounting, Auditing, Business Administration or equivalent qualification from a recognized institution.</li> <li>3. Bachelor's degree in any of the following disciplines:- Finance, Accounting, Auditing or equivalent qualifications from a recognized institution</li> <li>4. Holder of final certificate of professional Exams such as CPA, CFA, ACA, ACCA, ACMA, CIA, CISA or equivalent qualifications from recognized institution</li> <li>5. Membership in good standing of Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body</li> <li>6. Leadership course lasting not less than six (6) weeks from a recognized institution.</li> <li>7. Fulfil the requirements of Chapter Six of the Constitution.</li> </ol>



<b>Duties and Responsibilities</b>	<b>Leadership/Governance/Strategy Responsibilities</b>
	<ol style="list-style-type: none"><li>1. Accounting Officer, Authorized Officer and Spokesperson of PSASB.</li><li>2. Provide strategic direction and leadership in the development and implementation of the long-term corporate strategy, policies &amp; procedures.</li><li>3. Nature a corporate culture that promotes national values and principles of governance in the organization.</li><li>4. Oversee the design, development, implementation and review of the corporate governance framework for the PSASB.</li><li>5. Oversee alignment of PSASB goals to national values, principles and policies aimed at promoting attainment of Vision 2030, Africa Agenda 2063 and Sustainable Development Goals.</li><li>6. Provide leadership in setting accounting and internal audits standards, risk management framework and audit committee guidelines for all public sector entities.</li><li>7. Oversee the implementation of accounting and internal audits standards, risk management framework and audit committee guidelines by prescribing formats, templates and procedures for reporting by all state organs and public entities.</li><li>8. In consultation with the Cabinet Secretary, The National Treasury &amp; Planning, oversee the process of gazetting effective dates of implementation of standards, frameworks &amp; guidelines.</li><li>9. Advise the Government on policies relating to Financial Accountability, Risk Management, Governance and Internal Controls.</li><li>10. Foster collaborations with International Public Sector Accounting Standards Board and The National Treasury Kenya on development of Public Sector Accounting Standards.</li><li>11. Foster collaborations with International Accounting Standards Board, Pan African Federation of Accountants and ICPAK on development of International Financial Reporting Standards.</li><li>12. Foster collaborations with Institute of Internal Auditors global and Institute of Internal Auditors Kenya and The National Treasury on development of International Professional Practice Framework for internal auditors.</li><li>13. Foster collaborations with International Standards Organization and local risk management professional bodies on development of Risk Management Guidelines.</li><li>14. Provide leadership in the review of the legal framework underpinning the mandate of the PSASB.</li><li>15. Oversee execution and communication of the Board's strategies, decisions and policies.</li><li>16. Provide regular thorough and prompt communication to the Board on key technical, financial and administrative matters.</li></ol>

17. Secretary to the Board of Directors.
18. Facilitate Board Evaluations.
19. Oversee the development and implementation of partnerships and collaborations supporting the Board's mandate.
20. Oversee research and development in the organization to inform the policy advocacy efforts by the PSASB.
21. Oversee prudent management of financial resources and accountability through monitoring and effective control measures.
22. Oversee development and roll out of an effective risk management culture and Business Continuity Plans in the organization.
23. Establish effective administrative structures and systems
24. Provide leadership in strategic change management
25. Oversee the development and implementation of HR Strategy.
26. Oversee the development and implementation of ICT Strategy.
27. Oversee the development and implementation of Communication Strategy
28. Oversee the development and implementation of Finance Strategy
29. Oversee the development and implementation of training and capacity building Strategy
30. Spearhead resource mobilization to enhance execution of the Board's mandate.
31. Effectively represent PSASB to its stakeholders and enhance its public image
32. Provide executive mentorship, coaching, talent and succession management plans.

### **Operational Responsibilities**

1. Provide overall leadership in the day-to-day operations of the organization.
2. Oversee the development, approval and implementation of corporate business plans, procurement plan and annual operating budgets of the organization in compliance with the relevant laws and regulations.
3. Oversee development and submission of annual statutory reports and financial statements to the relevant institutions in accordance with the relevant laws and regulations
4. Provide leadership in the review of the developed guidelines, templates and reporting formats that support implementation of the prescribed frameworks, standards, and procedures.
5. Undertake stakeholder engagement and collaborations to improve on PSASB strategic and operational interventions
6. Spearhead publishing, publicizing and capacity building on the prescribed standards, frameworks & guidelines for all public sector entities to enable them to comply.

	<ol style="list-style-type: none"><li>7. Provide leadership in monitoring of implementation of the set standards, frameworks and guidelines by all state organs and public entities.</li><li>8. Guide the development of effective internal control systems and procedures.</li><li>9. Oversee the implementation of audit findings and recommendations.</li><li>10. Oversee organizational performance management.</li><li>11. Nurture a dynamic and competent workforce in the organization to successfully deliver on its mandate</li><li>12. Oversee compliance with statutory requirements by the organization.</li><li>13. Responsible for the occupational safety and health of employees of the organization</li><li>14. Create a conducive working environment by institutionalizing team spirit and conflict management mechanisms.</li></ol>
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## HOW TO APPLY

Detailed job descriptions and specifications for the above positions are available at [www.psasb.go.ke](http://www.psasb.go.ke) under careers.

Qualified and interested applicants who meet the specified criteria should submit their job application, curriculum vitae, copies of academic and professional certificates, and relevant testimonials to the following address: [chairman@psasb.go.ke](mailto:chairman@psasb.go.ke) indicating the reference number in the subject line of the email or submit a hard copy at the PSASB offices quoting the Title and Reference Number of the position on the envelope clearly marked to:

**The Chairman  
Public Sector Accounting Standards Board  
CPA Centre 8<sup>th</sup> Floor  
P O Box 38831-00100  
NAIROBI**

All applications should be received on or before **Tuesday, 7<sup>th</sup> January 2025, at 5.00 pm.**

## IMPORTANT NOTICE:

1. PSASB is an equal opportunity employer and **DOES NOT** charge any fee in the recruitment process. Canvassing will lead to automatic **DISQUALIFICATION**.
2. *Women, Youth, and Persons with Disabilities are encouraged to apply.*
3. Only shortlisted candidates will be contacted.
4. Shortlisted candidates shall be required to meet the requirements of Chapter 6 of the Constitution

**THE CHAIRMAN  
PUBLIC SECTOR ACCOUNTING STANDARDS BOARD**