

## 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.

### BOARD SECRETARY/LEGAL SERVICES MANAGER ASB 3 JOB REF: PSASB/02/2024

<b>Terms of Service</b>	Permanent and Pensionable
<b>Job Purpose</b>	The position is responsible for coordinating the functions of the Board of Directors, preparing legal policies and regulations, drafting legal documents, advising Management on legal matters, handling cases involving PSASB and ensuring the Board operates within the applicable laws and regulations.
<b>Reports to</b>	The Chief Executive Officer
<b>Job Specification</b>	<ul style="list-style-type: none"> <li>i) A minimum of ten (10) years relevant work experience in providing company secretarial legal services, of which five (5) shall be in a management position.</li> <li>ii) Bachelor's degree in law from a reputable recognized institution.</li> <li>iii) Master's Degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution.</li> <li>iv) Post Graduate Diploma in Law from the Kenya School of Law.</li> <li>v) An Advocate of the High Court of Kenya</li> <li>vi) Member of the Law Society of Kenya and in good standing.</li> <li>vii) Holds a valid practicing certificate.</li> <li>viii) Be a member of the Institute of Certified Secretary (ICS) in good standing.</li> <li>ix) Management Course lasting not less than four (4) weeks from a recognized institution.</li> <li>x) Proficiency in Computer Applications; and</li> <li>xi) Fulfil the requirements of Chapter Six of the Constitution.</li> </ul>
<b>Duties and Responsibilities</b>	<p><b>Managerial Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Provide guidance to the Board of Directors on their duties and responsibilities and on matters Governance.</li> <li>2. Coordinate legal advisory services to the Board to ensure compliance with existing law and regulatory requirements.</li> <li>3. Provide legal advice during negotiations and interpretation of legal documents within the Board.</li> </ol>

4. Oversee the development, implementation and review of the Board charter for the PSASB.
5. Promote corporate governance and regulatory compliance within the Board.
6. Coordinate preparation and review of contractual agreements and memorandum of understanding (MOUs) within the Board.
7. Lead litigation processes and dispute resolution between PSASB and various stakeholders.
8. Advise the Board and staff on new legislation, best practices and likely impact on the operations of the PSASB.
9. Coordinate training and development for the Board of Directors.
10. Oversee the process of maintaining accurate and complete records to document all meetings of the Board of Directors.
11. Organize for governance audits in accordance with the approved Board Charter.
12. Coordinate and conduct legal research for the Board of Directors and PSASB.
13. Coordinate legal services to the Board of Directors and PSASB.
14. Carryout performance management, mentoring and coaching of staff in the department.
15. Custodian of the corporation seal and account to the Board on its use.

### **Operational Responsibilities**

1. Assist the Board of directors in carrying out induction and training, updating the Board and Committee charters, preparation of Board work plans, board evaluation, governance audit and implementation of the code of conduct and ethics.
2. Ensure timely circulation of Board and Committee papers.
3. Ensure that Board Members are aware of all relevant laws affecting PSASB
4. Coordinate preparation and submission of Board's papers in preparation for Board of Directors' meetings.
5. Coordinate induction, orientation, training and development programmes for Members of the Board of Directors.
6. Facilitate Board affairs by preparing, confirming, filing and dispatching Board agenda, minutes and Board resolutions.
7. Maintain and update the register of conflicts of interest for the Board of Directors.
8. Coordinate and monitor implementation of Board decisions and reports to be presented to the Board;
9. Organize and facilitate annual Board evaluation.
10. Prepare and implement departmental budget and workplans.
11. Prepare departmental quarterly and annual reports.



Republic of Kenya



## 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**