



APPLICATION FORM FOR EMPLOYMENT

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Auditor - General, using the email address provided. (Attach copies of certificates and testimonials as indicated in each case).

1. Vacancy Applied For

Vacancy/Post: AUDIT ASSOCIATE II Grade: OAG 8.
 Advertisement No: OS/04/2023

2. Personal Details of the Applicant

Name: SAMUEL (Surname) DENIS First Name NTABERO Other Name(s): Title MR.
 Date of Birth: 22/11/1990 (dd-mm-yyyy) ID No: 27517003 PIN NO: A0062602459 Gender: Male ☒ Female ☐
 Nationality: KENYAN Ethnicity: KISII Home County: NYAMIRA
 Sub County: BORABU Constituency: BORABU
 Postal Address: Box 7. KEBIRIGO Code: 40506 Town/City: KEBIRIGO
 Telephone No: 0728576415 Mobile No: 0728576415 E-mail address: denis.ntabero2044@gmail.com
 Name of alternative contact person: IBRAHIM MENTENYA Telephone No: 0708195002
 Are you living with a disability? Yes ☐ No ☒

If yes, give;

(i) Details/Nature of Disability:

(ii) Details of Registration with the National Council for People with Disabilities (Registration No. and date)

3. Next of Kin

1) Name: IBRAHIM MENTENYA Address: Box 8733-06200 NAIROBI
 Tel. No: 0708195002 Relationship: BROTHER

2) Name CALLEN KEMUNTO Address 0727 337953
 Tel.No 0727 337953 Relationship SISTER

4. Other Personal Details

Have you ever been convicted of any criminal offence or been a subject of probation order? Yes ☐ No ☒

If Yes, state the nature of offence, the year and duration of conviction.....

Have you ever been dismissed or otherwise removed from employment? Yes ☐ No ☒

If Yes, State reason (s) for dismissal/removal..... effective date.....
 (dd-mm-yyyy)

(Declaring the above information will not necessarily debar an applicant from employment in the Office of the Auditor - General. Each case will be considered on its own merit)

5. Academic Qualifications. (Starting with the Highest) Attach copies of certificates

Year		University/ High School	Award/Attainment (e.g. Masters, Bachelors, Degree, KCSE)	Course/Programme (e.g. PhD, MSc, BA, O' Level)	Specialization/Subject (e. g Econ, Maths, Sociology e.t.c)	Class/Grade
From	To					
2014	2017	KAMPALA UNIVERSITY	DEGREE	BACHELORS	BUSINESS ADMINISTRATION FINANCE OPTION	FIRST CLASS
2004	2008	LARMUDIA C HIGH SCHOOL	KCSE	O' LEVEL	KCSE	B -
1996	2003	EVANS HAKIMA ACADEMY	KCPE		KCPE	344 MARKS

6. Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest) Attach copies of certificates

Year		Institution	Award/Attainment (e.g. Higher Diploma, Diploma, Certificate)	Specialization/Subject (e. g Human Resource, Engineering, Counselling e.t.c)	Class/Grade
From	To				
AUGUST 2022	DECEMBER 2022	SUMMIT INSTITUTE	CPA	INTERMEDIATE LEVEL	ONGOING

7. Relevant Courses and Training attended Lasting not Less than One (1) Week

Year	University/College/Institution	Name of Course	Details and duration
2009	DAKMO COMPUTERS	MICROSOFT SOFTWARE	3 MONTHS

8. Current Registration/Membership to Professional Bodies

Professional Body	Membership/Registration No.	Membership type (e.g. Associate, Full etc)	Date of Renewal

9. Employment Details - where applicable (starting with the current or most recent)

Year		Designation/ Position	Job Group/Grade /Scale Gross Monthly Salary (Ksh.)	Organization
From (dd-mm-yyyy)	To (dd-mm-yyyy)			

02/02/2022	28/2/2023	INTERN AUDITOR	INTERN	MINISTRY OF WATER, SANITATION AND IRRIGATION

11. Briefly state your current duties, responsibilities and assignments (if any)

VOLUNTARY PROGRAMME IN THE MINISTRY OF WATER, SANITATION AND IRRIGATION UNDERTAKING VOUCHER ANALYSIS AND REPORT WRITING UNDER THE SUPERVISION OF SENIOR OFFICERS.

12. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

Having served as an intern auditor in the ministry of water, sanitation and irrigation, I have garnered hands on experience in carrying out audits as per the PFM Act and public procurement and disposal acts. Am able to do cash management audit through ensuring proper recording and maintenance of cashbooks and vouching all transactions. Auditing of management of inventory, stores and assets to ensure that all goods are taken on charge before issuance and ensuring proper maintenance of an asset register that is up to date. Am able to carry out transport and fleet management audit through analysing work tickets and motor vehicle repair logbooks. I too can carry out procurement audit successfully.

13. Referees (people who have interacted with you professionally)

1. Full Name: ABDI SAHAL
Occupation: HEAD OF INTERNAL AUDIT UNIT MINISTRY OF WATER, SANITATION & IRRIGATION
Address: 1254722506710 Post Code: City/Town:
Mobile No: 1254722506710 E-mail address: abdirashidbashi@gmail.com

Period for which the referee has known you: ONE YEAR 3 months

2. Full Name: JAMES AREBA

Occupation: HEAD OF INTERNAL AUDIT UNIT STATE DEPT OF IMMIGRATION AND CITIZEN SERVICES

Address: 1254721414006 Post Code: City/Town:

Mobile No: 1254721414006 E-mail address: Jamesareba@gmail.com

Period for which the referee has known you: TWO YEARS.

14. Declaration

I certify that the particulars given on this form are correct and understand that any incorrect /misleading information may lead to disqualification and/or legal action.

Date: 20/04/2023
(dd-mm-yyyy)

JAG
Signature of the Applicant