



Kisumu County Assembly Service Board

VACANCY

The Kisumu County Assembly Service Board invites applications from suitably qualified Kenyan citizens to fill the following vacant position:

1. CLERK OF THE COUNTY ASSEMBLY KSM CASB2 (S) –1 POSITION (RESPONSIBLE TO THE SPEAKER AND COUNTY ASSEMBLY SERVICE BOARD)

Functions of the Clerk

- 1) Implementing the resolutions of the County Assembly Service Board to ensure the Members and Staff are properly facilitated to discharge their mandates at the County Assembly;
- 2) Overseeing smooth and efficient operation of Select Committees;
- 3) Provision of information and research for the Speaker and Members;
- 4) Ensuring production of accurate record of the House Business/ form of Votes and Proceedings;
- 5) Marshalling all decisions arrived at by the County Assembly, preparing and producing them pursuant to specified format set out in the Constitution of Kenya, the statutes, the Standing Orders, Precedents, the traditions and practices;
- 6) Ensuring timely processing and orderly disposal of the agenda of the County Assembly also known as Orders of the Day.

Main duties and Responsibilities

- 1) The Administrative head of the County Assembly;
- 2) The Accounting Officer / Authorized Officer for the County Assembly;
- 3) Secretary to the County Assembly Service Board of Kisumu;
- 4) Responsible for implementation of all policy decisions of the County Assembly Service Board;
- 5) Responsible for Enhancing Public understanding and knowledge of the work of the County Assembly and increasing Public accessibility;
- 6) The Principal Advisor on all legislative procedures, practices , conventions and traditions to the Speaker of the County Assembly, other presiding Officers and to all Honorable Members of the County Assembly;
- 7) The Chief Advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through the Speaker, to the House. He acts under authority and takes decisions in the name of the Speaker. Orders passed by the Clerk are the Orders in the name of the Speaker, and the latter accepts full responsibility for those orders;
- 8) Responsible for marshalling all Legislative measures passed by the County Assembly.sxf

Requirements for Appointment

Pursuant to the provisions of section 12 of the County Governments Act and the County Assembly Services Act, a person shall not be qualified for appointment as a Clerk of the County Assembly unless such person:

- a) Should be a Kenyan Citizen.
- b) Has had at least 7 years of relevant professional experience.
- c) Holds a degree in social science, political science, law from a university recognized in Kenya or its equivalent.
- d) Meets the requirements of Leadership and Integrity set out in Chapter 6 of the Constitution of Kenya 2010.
- e) Must have undertaken strategic and Development leadership(SLDP) from Kenya School of Government

The following qualifications will be an added advantage:

- 1) Served in, and shown proven and enduring flair for parliamentary/ County Assembly procedures and practice, and have wide experience on the role, functions and operation of a legislature through exhaustive service in relevant spheres of a legislative body.
- 2) A master's degree in relevant discipline from a university recognized in Kenya or its equivalent.
- 3) Priority will be given to those who are working within the County Government of Kisumu

Salary and Remuneration

Kshs.132,000x6,480 -138,480x 6,670-145,150x6,860 – 152,010x7,060 - 159,070x7,710 – 166,780 x13,660 – 180,440x14,970 – 195,410 pm.

2. LEGAL COUNSEL I (KSM CASBE 6) JOB GROUP N- ONE POSITION (CONTRACTUAL)

Functions

- 1) Drafting of Private Members' Bill
- 2) Drafting of amendments to Bills to be proposed to the House by any Member of County Assembly or any Committee of the County Assembly
- 3) Training of Legal Counsel II (Drafting Services)
- 4) Supervision of Legal Counsel II (Drafting Services)

Requirements for Appointment

- 1) Have served in the grade of Legal Counsel II (Drafting Services) / (Litigation) or in a comparable and relevant position for a minimum of period of three (3) Years;

- 2) Have a Bachelor of Laws Degree from a recognized institution
- 3) Have been admitted as an Advocate of the High Court of Kenya
- 4) Be in Position of a current practicing certificate;
- 5) Have Proficiency in the use of basic computer applications

Salary and Remuneration

Kshs. 55,150x2, 750-57,900x2, 920-60,820x3, 080-63,900x3, 440-67,340x
3,590-70,930x3, 790-74,720x3, 800-78,520x3, 810-82,330pm

3. HANSARD REPORTER III (KSMCASB 9) JOB GROUP K -ONE POSITIONS (CONTRACTUAL)

The office holder shall work directly under and report to the senior
Hansard Editor

(a) Duties and Responsibilities

- 1) Ensuring timely and accurate transcription of Assembly proceedings;
- 2) Undertaking independent verbatim reporting of Assembly proceedings and those of relevant committees / functions within or outside Assembly;
- 3) Preparing transcripts for editing;
- 4) Sorting , checking transcripts and ensuring accurate transcription; and
- 5) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

(b) Requirements for Appointment

- 1) Be in possession of a Degree in journalism, Mass Communication / linguistics majoring in English and Kiswahili.
- 2) Be in possession in Typing II (30 W.P.M) and Audio Typing I and II;
- 3) Secondary Certificate mean grade C+ (plus)
- 4) Be able to demonstrate good knowledge of legislative procedures and the conduct of Assembly committee business;
- 5) Be computer literate with practical experience.

Salary and Remuneration

Kshs. 37,070x1,470-38,540x1,520-40,060x1,710-41,770x1,910-43,680x2,000-
45,680x2,100-47,780x2,170-49,950pm

4. RESEARCH OFFICER II (KSM CASB 8) JOB GROUP L -ONE POSITION(CONTRACTUAL)

The office holder shall work directly under and report to the Principal Legal Officer

(a) Duties and Responsibilities

- 1) Provision of non-partisan professional research assistance and analysis to members of committees and staff of the assembly;
- 2) Initiating and conducting participatory research and analysis on key policy issues;
- 3) Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- 4) Maintaining a periodically updated inventory of publications on current issues, legalization and major public policy issues/questions;
- 5) Ensuring quality control in preparation of research papers, briefing notes and particular points of view and providing back up to County Assembly committees;

(b) Requirements for appointment

- 1) Bachelor's degree in Statistics, Geography, economics, mathematics, social research or its equivalent from a recognized institution;
- 2) Secondary Certificate mean grade C +(Plus)
- 3) Thorough knowledge and understanding of the concepts and techniques of professional research , with particular emphasis on public policy analysis, and an ability to write, edit in a clear, concise and understandable manner;
- 4) Numeracy and confidence in using statistical techniques and computer based programs;
- 5) Strong analytical skills;
- 6) Accuracy and attention to details

Salary and Remuneration

Kshs. 41,770x1,910-43,680x2,000-45,680x2,100-47,780x2,170-49,950x2,550-52,500x2,650-55,150x2,750-57,900pm

5. LIBRARIAN II (KSMCASB 8) JOB GROUP L -ONE POSITION(CONTRACTUAL)

The office holder shall work directly under and report to the Principal ICT Officer.

(a) Duties and Responsibilities

- 1) Cataloguing, coding and classification of library materials;
- 2) Shelving new and returned books and other information materials;
- 3) Filing information materials and publications;
- 4) Retrieving information from the library for use by clients;
- 5) Collecting documents and archiving /preserving information resources.

(b) Requirements for appointment

- 1) Have a Diploma in any of following disciplines:- Library Science, Information Science or any other equivalent qualification from a recognized institution;
- 2) Have a Kenya Certificate of secondary Education (KCSE) mean Grade C (plain) with at least a C in Mathematics and either English or Kiswahili;
- 3) Have attended a course in library studies at the Kenya Polytechnic or any other approved institution and awarded a certificate in librarianship;
- 4) Thorough knowledge and understanding of the concepts and techniques of professional research , with particular emphasis on information;
- 5) Have a certificate in computer applications

Salary and Remuneration

Kshs. 41,770x1,910-43,680x2,000-45,680x2,100-47,780x2,170-49,950x2,550-52,500x2,650-55,150x2,750-57,900pm

6. CLERK ASSISTANT III (KSMCASB 09) JOB GROUP K -TEN POSITIONS (CONTRACTUAL)

The office holder shall work directly under and report to the Senior Clerk Assistant

(a) Duties and Responsibilities will entail

- 1) Taking charge of committees and arranging their business;

- 2) Taking minutes and writing reports of the assembly committees;
- 3) Assisting in drafting of bills and motions;
- 4) Advising committee chairpersons on procedural issues;
- 5) Searching for fresh information / facts by consulting appropriate sources like documents or persons.

(b) Requirements for Appointment

- 1) Must be in possession of Bachelor's Degree in Social Sciences from a recognized University;
- 2) Kenya Certificate of Secondary Certificate mean grade C +(plus)

Salary and Remuneration

Kshs. 37,070x1,470-38,540x1,520-40,060x1,710-41,770x1,910-43,680x2,000-45,680x2,100-47,780x2,170-49,950pm

7. ACCOUNTANT II (KISM CASB 8) JOB GROUP L -ONE POSITION(CONTRACTUAL)

The office holder shall report to the Chief Accountant

(a) Duties and responsibilities

- 1) Preparation of monthly bank reconciliation;
- 2) Maintaining and updating cash book;
- 3) Posting of support invoices;
- 4) Accounts payable reconciliations;
- 5) Preparing monthly VAT returns;
- 6) Filing of accounting documents;
- 7) Verification of payment vouchers in accordance with the laid down rules and regulations;

(b) Requirements for Appointment

- 1) Be a holder of a Bachelor's degree in Accounting, Finance , Economics or its equivalent from a recognized university;
- 2) Must be in possession of at least CPA part II;
- 3) Secondary Certificate mean grade C+(plus);
- 4) Must be computer literate;
- 5) Knowledge of IFIMIS is will be an added advantage

Salary and Remuneration

Kshs. 41,770x1,910-43,680x2,000-45,680x2,100-47,780x2,170-49,950x2,550-52,500x2,650-55,150x2,750-57,900pm

MANDATORY REQUIREMENTS FOR ALL POSITIONS

All interested applicants MUST obtain and submit the following valid documents;

- 1) Curriculum Vitae,
- 2) Certified copies of relevant Academic and Professional Certificates,
- 3) National Identity Card or Passport
- 4) Observe **Chapter Six** of the Constitution of Kenya, 2010;
- 5) Tax compliance certificate from Kenya Revenue Authority; (**KRA**),
- 6) Clearance certificate from Higher Education Loans Board; (**HELB**),
- 7) Clearance certificate from Ethics and Anti-Corruption Commission; (**EACC**),
- 8) Certificate of Good Conduct from Criminal investigation Department; (**CID**);
and
- 9) Clearance Certificate from a recognized Credit Reference Bureau (**CRB**).

All applications should clearly be marked to;

**The Chairman,
County Assembly Service Board, Kisumu County Assembly,
P.O. Box 86 – 40100,
Kisumu.**

and be hand delivered to the office of the speaker/chairman of the County Assembly Service Board located at the Assembly building Kisumu, so as to reach him not later than **Tuesday 10th December 2019 at 5.00pm.**

Note: The County Assembly is an equal opportunity Employer; canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted

