

KISUMU COUNTY ASSEMBLY



www.kisumuassembly.go.ke
Email:kisumuassembly@gmail.com

County Assembly of Kisumu
P.O. Box 86-40100

Kisumu

COUNTY ASSEMBLY SERVICE BOARD

VACANCY ANNOUNCEMENT

County Assembly of Kisumu is established pursuant to Article 185 of the Constitution of Kenya, 2010, as read together with Section 8 of the County Government Act, 2012, of Kenya. To enhance institutional capacity and deliver on its mandate, the County Assembly Service Board seeks to recruit visionary, result-driven, and experienced professionals for the following positions.

S/NO	VACANCY REFERENCE	DESIGNATION	JOB GRADE	VACANT POSITIONS	TERMS OF ENGAGEMENT
1.	CAK/HR/08/1/2025	Director- Legislative, Procedural & Committee Services	CASB 3/R	1 Post	Permanent & Pensionable
2.	CAK/HR/08/2/2025	Director- Information Services	CASB 3/R	1 Post	Permanent & Pensionable
3.	CAK/HR/08/3/2025	Director-Finance & Accounting Services	CASB 3/R	1 Post	Permanent & Pensionable
4.	CAK/HR/08/4/2025	Deputy Director- Human Resource and Administration	CASB 4/Q	1 Post	Permanent & Pensionable
5.	CAK/HR/08/5/2025	Chief Principal Supply Chain Management	CASB 4/Q	1 Post	Permanent & Pensionable
6.	CAK/HR/08/6/2025	Assistant Director - Accounting Services	CASB 5/P	1 Post	Permanent & Pensionable
7.	CAK/HR/08/7/2025	Senior Principal Legal Counsel	CASB 5/P	1 Post	Permanent & Pensionable
8.	CAK/HR/08/8/2025	Principal Internal	CASB 6/N	1 Post	Permanent & Pensionable

		Auditor			
9.	CAK/HR/08/9/2025	Principal Administration Officer	CASB 6/N	1 Post	Permanent & Pensionable
10.	CAK/HR/08/10/2025	Senior Legal Officer	CASB 8/L	1 Post	Permanent & Pensionable
11.	CAK/HR/08/11/2025	First Clerk Assistant	CASB 9/K	6 Posts	Permanent & Pensionable
12.	CAK/HR/08/16/2025	Research Officer I	CASB 9/K	1 Post	Permanent & Pensionable
13.	CAK/HR/08/17/2025	Public Communication & Media Relations Officer I	CASB 9/K	1 Post	Permanent & Pensionable
14.	CAK/HR/08/19/2025	Internal Auditor I	CASB 9/K	1 Post	Permanent & Pensionable
15.	CAK/HR/08/20/2025	Research Officer II	CASB 10/J	2 Post	Permanent & Pensionable
16.	CAK/HR/08/22/2025	Sergeant-At-Arms II	CASB 10/J	1 Posts	Permanent & Pensionable
17.	CAK/HR/08/24/2025	Chief Driver	CASB 10/J	1 Post	Permanent & Pensionable
18.	CAK/HR/08/25/2025	Senior Driver	CASB 11/H	2 Posts	Permanent & Pensionable
19.	CAK/HR/08/28/2025	Security Warden I	CASB 13/G	2 Posts	Permanent & Pensionable

How to apply:

Interested candidates fulfilling the required qualifications should submit their application through Post Office, email or by hand delivery, clearly indicating the position and vacancy reference number, on both the cover letter, envelope and email applications, together with County Assembly Service Board Employment Form, a detailed CV, copies of academic & professional certificates, national identity card, names and telephone contacts of three referees, so as to reach the Board by Monday at 5:00 PM, 15th September, 2025, addressed to:

Clerk of the Assembly/Secretary,
County Assembly of Kisumu,
P.O Box 86 – 400100,
KISUMU

Email: kisumuassembly@gmail.com

Detailed job descriptions and specifications for the above positions are available in at the Assembly's website: www.kisumuassembly.go.ke

MANDATORY REQUIREMENTS FOR ALL POSITIONS

Applicants **MUST** provide the following documents on application:-

1. A Signed application letter;
2. A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, notice period required to take up appointment and names of at least three professional referees;
3. Copies of academic and professional certificates; and
4. Copy of National Identification Card or Passport.

IMPORTANT INFORMATION TO NOTE:

1. Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
2. Only shortlisted and successful candidates will be contacted;
3. Canvassing in any form will lead to automatic disqualification;
4. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
5. It is a criminal offence to present fake certificates/documents.

ONLY SUCCESSFUL CANDIDATES WILL BE EXPECTED TO PRESENT THE FOLLOWING CHAPTER SIX CLEARANCE CERTIFICATES: -

1. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
2. Valid Clearance Certificate from Higher Education Loans Board (HELB);
3. Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
4. Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
5. Current Report from an approved Credit Reference Bureau (CRB).

County Assembly of Kisumu is an Equal Opportunity Employer and is committed to implementing the provisions of the Article 232 (1) of the Constitution on fair competition and merit,

representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY INCLUDING STAFF MEMBERS OF THE SERVICE.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. **ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.**

NOTE: The positions are open to **KENYAN CITIZENS ONLY.**

1. CAK/HR/08/1/2025: DIRECTOR- LEGISLATIVE, PROCEDURAL AND COMMITTEE SERVICES- CASB 3/JG "R"- 1 POSITION -TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary	Ksh. 129,300
House Allowance	Ksh. 35,000
Commuter Allowance	Ksh.16,000

(a). Duties and responsibilities

Reporting to the Clerk of the Assembly, duties and responsibilities will entail:

- i. Coordinating, planning and supervising the functions and operations in the directorate.
- ii. Coordinate policy and strategy in administrative functioning of County Assembly's Committees and legislative affairs to ensure effective and efficient operations of the County Assembly.
- iii. Rendering of expert, non-partisan and impartial advice to the Speaker, Members of County Assembly and Committees on the legislative process and parliamentary procedures, practices, conventions and traditions.
- iv. Coordinate the directorate's activities to ensure work plans and objectives being pursued are aligned to County Assembly strategic plan and mandate.
- v. Oversees programs for enhancing public understanding and knowledge of the work of the Assembly, increasing public accessibility, awareness and its operations.
- vi. Management of table Office including marshalling of published Bills, Motions and Sessional Papers.
- vii. Oversees the development and implementation of legislative drafting standards and framework.

- viii. Coordinate legislative and procedural research as relates to management and operation of County Assembly including facilitating fora to review practices, procedures and traditions to inform the review of Standing Orders and Speaker's Rules.
- ix. Initiate the approval process of committees' activities and advise the Clerk and the Speaker's on the availability of funds for out-of-station activities.
- x. Responsible for effective management of Committees of the County Assembly.
- xi. Outline strategies for stakeholder's consultations and engagements to promote public participation in legislative process.
- xii. Oversee proper management of the Journals Office including keeping custody of County Assembly Journals and records and archiving.
- xiii. Coordinates team motivation measures.
- xiv. Supervise the performance of staff within the directorate.
- xv. Preparation, monitoring and implementation of the Directorate's budget.
- xvi. Preparation and monitoring implementation of the Directorate's procurement plan.
- xvii. Initiate and coordinate preparation of the Committees budget ceilings and cost estimates based on realistic work plans to ensure alignment of the overall budget of the County Assembly.
- xviii. Coordinate processing of weekly programme of Business and preparation and timely circulation of Order Papers and Votes and Proceedings of the County Assembly.
- xix. Oversees the preparation of Committees and Standard Operating Procedures Manuals.
- xx. Oversee the implementation of Committee work plans, monitor and evaluate the performance of County Assembly Committees to advise the Liaison Committee.
- xxi. Oversees preparation and implementation of directorate's annual plans;
- xxii. Initiate and recommend engagement of experts/consultancy firms to assist committee services perform their mandate and the Assembly receives value for its money.
- xxiii. Initiate and develop training and capacity building plan for Committees and staff members to facilitate attainment of key competencies in the performance of key roles and functions.
- xxiv. Review Committees' reports to ensure conformity with parliamentary standards.
- xxv. Monitor and evaluate major procedural development in other jurisdiction to inform emerging procedural issues.
- xxvi. Oversees safe custody of records of the County Assembly Committees and responding to inquiries on the activities of the Committees from the public and other legislative bodies.

- xxvii. Coordinate preparation of periodic reports on the status, progress, achievements and performance of the County Assembly Committees.
- xxviii. Organizing and implementing induction programmes for MCAs and oversee exchange programmes.
- xxix. Continuous provision of content to be used in updating the Assembly website.
- xxx. Convene and chair departmental meetings.
- xxxi. Member of County Assembly Management Committee.

(b). Requirements for appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Deputy Director in any of the following areas: Legal Services, Committee Services or Legislative and Procedural Services in the County Assembly Service or any other comparable Institution for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following Social Sciences: Law, Political Science, Sociology, Economics, Public Administration, Business Administration, Education or equivalent qualification from a recognized institution;
- (iii) Master degree in in any of the following Social Sciences: Political Science, Sociology, Economics, Public Administration, Law, Business Administration, Education or equivalent qualification from a from recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme from a recognized institution lasting not less than six weeks;
- (v) Registration with a relevant professional body recognized in Kenya with a membership of good standing.
- (vi) Certificate in computer application; and
- (vii) Demonstration of managerial, administrative, integrity and professional competence in work performance and results.

2. CAK/HR/08/2/2025: DIRECTOR- INFORMATION SERVICES- CASB 3/JG “R” -1 POSITION

TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 129,300

House Allowance Ksh. 35,000

Commuter Allowance Ksh.16,000

(a) Duties and Responsibilities

Reporting to the Clerk of the Assembly, duties and responsibilities will entail:

- i. Overall coordination and control of operations in the Directorate to ensure the smooth running of the Assembly’s information services.
- ii. Planning, budgeting and preparing procurement plans for the directorate;
- iii. Managing overall performance and capacity building of the directorate;
- iv. Overseeing implementation of Directorate initiatives, projects and programs.
- v. Developing and implementing policies, rules, standards and procedures governing Hansard production, Research, Library, ICT and Public Communications.
- vi. Liaising with County Government Departments, the public media, and other Commonwealth Editors’ Associations and Unions;
- vii. Providing appropriate technical advice on matters relating to the Hansard, Research, ICT, Library and Public Communications services of County Assembly.
- viii. Ensuring proper coordination of recording of proceedings of the County Assembly and its Committees and production of the Hansard;
- ix. Ensuring maintenance of a consistent and accurate Hansard publishing format and maintaining an accurate database of Hansard publication;
- x. Coordinating the provision of Public Communication and Media, ICT, Research and Library Services;
- xi. Supporting the operation of the audio system in the Chamber, and the broadcast of the official coverage of the House (Assembly TV).
- xii. Responsible for internal and external communications and social media strategies.
- xiii. Overseeing analysis, evaluation research, interpreting data, ensuring key issues are identified and coordinating research activities on clearly defined subjects.

- xiv. Managing library collections, including selecting all library material according to policies approved by the board.
- xv. Managing the communications, workstations and servers of the County Assembly computer network.
- xvi. Coordinate the compilation of annual Assembly report.

(b) Requirements for appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Deputy Director – Information Services in the County Assembly Service for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: Communication, Linguistics, Journalism, Computer Science, Information Technology, Business Information Technology, Statistics, Economics, Library Science, Information Science or any other equivalent qualification from a recognized institution;
- iii. Master degree in any of the following disciplines: Computer Science, Information Technology, Communication, Business Information Technology, Linguistics - majoring in English and Kiswahili, Statistics, Economics, Library/Information Science from a recognized Institution;
- iv. Certificate in Strategic Leadership Development Programme from a recognized institution lasting not less than six weeks;
- v. Registration with a relevant professional body;
- vi. Demonstrated outstanding capability in Hansard, Research, Public Communication and Media, Information Communication Technology (ICT) and Library Services as reflected in work performance and results; and
- vii. Demonstrated integrity, professional competence and administrative ability as reflected in work performance and results.

**3. CAK/HR/08/3/2025: DIRECTOR-FINANCE & ACCOUNTING SERVICES-CASB 3/JG “R”
1 POSITION –TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE**

The entry and training grade for this cadre.

Basic Salary	Ksh. 129,300
House Allowance	Ksh. 35,000
Commuter Allowance	Ksh.16,000

(a). Duties and Responsibilities

Reporting to the Clerk of the Assembly, duties and responsibilities entail;

- i. Financial controller of the County Assembly;
- ii. Planning, directing and controlling Finance and Accounting Service Function;
- iii. Overseeing accounting for County Assembly Service funds as per the PFMA (2012);
- iv. Providing advisory services to the CASB on all financial matters;
- v. Interpreting and implementing financial management statutes, policies, standards, strategies and programmes;
- vi. Ensuring compliance with PFMA and other financial regulations and guidelines;
- vii. Monitoring implementation of financial controls system;
- viii. Spearheading formulation and application of accounts manual;
- ix. Overseeing accounting for County Assembly Service funds as per the PFMA;
- x. Coordinating consolidation of budgets for the recurrent and development votes;
- xi. Overseeing preparation of finance and account reports;
- xii. Authorizing payments and signing of cheques subject to set limits;
- xiii. Overseeing development and implementation of computerized financial and accounting information systems;
- xiv. Develop and oversee the implementation of work plans in the directorate;
- xv. Spearheading establishment and maintenance of a comprehensive financial management and reporting systems;
- xvi. Develop and oversee the implementation of work plans in the directorate; and
- xvii. Managing performance and capacity building of the directorate.

b) Requirement for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Deputy Director - Finance & Accounting for a minimum period of three (3) years; with Cumulative experience of at least ten (10) years in accountancy / financial management.
- ii. Master's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Mathematics, Statistics, Business Administration, or its equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Business Administration, Business Management or its equivalent

qualification from a recognized institution.

- iv. Certified Public Accountants of Kenya (CPA K) or its equivalent recognized qualification;
- v. Registered with ICPAK and of good professional standing;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer applications skills;
- viii. Demonstrated outstanding capability in financial Management, integrity professional competence and administrative ability as reflected in work performance and results; and
- ix. Shown merit in job performance.

4. CAK/HR/08/4/2025: DEPUTY DIRECTOR-HUMAN RESOURCE AND ADMINISTRATION-CASB 4/JG “Q” - 1 POSITION -TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary	Ksh. 107,130
House Allowance	Ksh. 28,000
Commuter Allowance	Ksh.14,000

(a). Duties and Responsibilities

Reporting to the Director Human Resource and Administration, duties and responsibilities will entail:

- i. Assisting in the formulation, implementation, interpretation and reviewing appropriate human resource management and administration policies, rules, regulations and procedures;
- ii. Ensuring compliance with human resource legislation, rules, regulations, conventions, policies, procedures and industry practices;
- iii. Assist in planning, designing, developing and evaluating human resource-related initiatives that support organizational strategic goals;
- iv. Assisting in coordination of recruitment, placement, promotion, training and development performance Management and exit of staff;
- v. Liaising with Sergeant at Arms to ensure compliance with occupational health and safety rules and regulations;

- vi. Assisting in mainstreaming of key service policies such as HIV/AIDS, gender and disability issues;
- vii. Assisting the Director in Coordination of the allocation of office accommodation, estate and Transport management;
- viii. Participating in the coordination of repairs and refurbishment of Assembly Buildings, facilities, furniture and fittings;
- ix. Assisting in the management of catering services;
- x. Participating in the implementation of records management activities and strategies;
- xi. Supervising the management of the Ward Offices;
- xii. Coordinating the outsource services; and
- xiii. Assisting in the supervision of staff in the Directorate.

b). Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director, Human Resource Management for a minimum period of three (3 years);
- ii. Bachelor's Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration (Human Resource Management option) or any other equivalent qualification from a recognized Institution;
- iii. Master Degree in any of the following disciplines: Human Resource Management/ Development, Business Administration (Human Resource Management / Strategic Management option) or any other equivalent qualification from a recognized Institution;
- iv. Post graduate Diploma in Human Resource Management Industrial Relations, Business Administration or any other equivalent qualification from a recognized Institution;
- v. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vi. A certified CHRP (K);
- vii. Proficiency in computer application;
- viii. A Certified Human Resource Practitioner from the institute of Human Resource

Management; and

- ix. Be a member of the Institute of Human Resource Management.

5. CAK/HR/08/5/2025: CHIEF PRINCIPAL SUPPLY CHAIN MANAGEMENT -CASB 4/JG "Q" 1 POSITION - TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 107,130

House Allowance Ksh. 28,000

Commuter Allowance Ksh.14, 000

(a). Duties and Responsibilities

Reporting to the Director Supply Chain Management, duties and responsibilities will entail:

- i. supervision of all staff within the department;
- ii. interpretation of relevant laws, regulations and policies;
- iii. ensuring goods and services procured by County Assembly meet tender specifications;
- iv. identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
- v. developing detailed Service Level Agreements for third party providers outlining the key performance areas critical to the County Assembly;
- vi. monitoring third party providers' performance to assess ability to meet quality and delivery requirements;
- vii. convening and providing secretarial services to the Tender Committee;
- viii. ensuring maintenance of updated suppliers list;
- ix. ensuring that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels; and
- x. Providing advisory services in the procurement matters to the County Assembly including preparation of consolidated procurement and disposal plan.

(b). Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Principal Supply Chain Management Officer or a comparable position for a minimum period of three (3) years;

- ii. Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
- iii. Master degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution OR 15 years' experience in the same field.
- iv. Certificate in Strategic Leadership Development Programme from a recognized institution;
- v. Proficiency in computer application;
- vi. Registration with a professional body and membership of good standing;
- vii. Valid practicing certificate; and
- viii. Demonstrated managerial and administrative and professional competence in work performance and results.

**6. CAK/HR/08/6/2025: ASSISTANT DIRECTOR-ACCOUNTING SERVICES-CASB 5/JG "P" 1
POSITION -TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE**

The entry and training grade for this cadre.

Basic Salary	Ksh. 94, 170
House Allowance	Ksh. 28,000
Commuter Allowance	Ksh.12,000

a) Duties and Responsibilities

Reporting to the Director, Finance and Accounting Services, Duties and responsibilities entail;

- i. Supervises principal accountant, Chief Accountant, Senior Accountant, Accountant 1 and Accountant II;
- ii. Monitoring implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations;
- iii. Follow up implementation of Public Accounts Committee recommendations for the Assembly;
- iv. preparation of Bi-annual Accounts;
- v. consolidation of cash flow projections;
- vi. assisting the head of the Accounting unit to provide advisory services to the Accounting

- Officer and other stake holders on all financial and accounting matters in the Assembly;
- vii. assist in setting targets for the accounts staff and evaluating achievements;
- viii. responsible for provision of quality and timely accounting services in the Assembly including maintenance of appropriate and up-to-date accounting records;
- ix. Ensuring compliance to applicable accounting standards, rules and regulations
- x. Approves verified vouchers and imprest warrant for payments; and
- xi. Coordinate the Preparation of tax returns and ensuring prompt payment.

b) Requirements for Appointment

For appointment to this grade, the officer must have:

- i. Served in the grade of Principal Accountant or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Be a holder of Certified Public Accountants CPA(K) or its recognized equivalent;
- iii. Master degree in any of the following: Commerce, Accounting, Business Administration, Finance, or other equivalent qualification from a recognized institution;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and membership of good standing;
- v. Strategic Leadership course from a recognized institution lasting not less than six weeks;
- vi. Proficiency in computer application; and
- vii. Shown merit and ability as reflected in work performance and results.

**7. CAK/HR/08/7/2025: SENIOR PRINCIPAL LEGAL COUNSEL-CASB 5/JG“P” -1 POSITION
TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE**

The entry and training grade for this cadre.

Basic Salary	Ksh. 94, 170
House Allowance	Ksh. 28,000
Commuter Allowance	Ksh.12,000

(a) Duties and Responsibilities

Reporting to the Deputy Clerk, duties and responsibilities will entail:

- i. formulating and interpreting regulations and policies;
- ii. Coordinating the drafting of Private Members’ Bills;

- iii. Coordinating the drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- iv. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- v. providing legal advice to the County Assembly and its Committees;
- vi. providing any other legal services that may be required by County Assembly, the Committees or the Clerk;
- vii. ensuring that Bills passed by County Assembly comply with the Constitution and other statutes;
- viii. liaising with the Office of the County Attorney on litigation matters involving Assembly;
- ix. legal representation of County Assembly and the CASB in court proceedings;
- x. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- xi. providing any other legal services that may be required by County Assembly, the Committees and the Clerk;
- xii. carrying out legal research on matters before the Department;
- xiii. Overseeing all Assembly papers presented in the House in the course of debate; and
- xiv. offering professional, legal advice to the members and staff on Parliamentary procedures on matters of tradition, practices, conventions and etiquette.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- i. Have served in the grade of Principal Legal Officer or in a comparable position for a minimum period of three (3) years;
- ii. Have a Bachelor's degree in law from a recognized institution;
- iii. Master degree in law or in any other relevant field from a recognized institution;
- iv. Be admitted as an Advocate of the High Court of Kenya;
- v. Membership to Law Society of Kenya or any recognized equivalent professional body;
- vi. Be a certified Public Secretary;
- vii. Be in possession of a valid practicing certificate;
- viii. Certificate in Strategic Leadership course lasting not less than six weeks from a recognized institution;
- ix. Shown merit and ability as reflected in work performance and results; and
- x. Be Proficient in computer applications.

**8. CAK/HR/08/8/2025: PRINCIPAL INTERNAL AUDITOR-CASB 6/JG“N” - 1 POSITION
TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE**

The entry and training grade for this cadre.

Basic Salary Ksh. 60,580

House Allowance Ksh. 25,500

Commuter Allowance Ksh. 8,000

(a) Duties and Responsibilities

Reporting to the Chief Principal Internal Auditor, duties and responsibilities will entail:

- i. Supervise Chief Internal Auditor, Senior Internal Auditor Internal Auditor III;
- ii. preparation, implementation and supervision of all audit programmes used by the department;
- iii. Setting and agreeing on performance targets with staff;
- iv. reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;
- v. ensuring maintenance of high audit standards of performance in the department;
- vi. developing of training needs of the department;
- vii. Preparation, implementation and supervision of all audit programmes used by the department;
- viii. Reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;
- ix. Ensuring maintenance of high audit standards of performance in the department; and
- x. Ensuring Efficient and effective utilization of financial resources

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Internal Auditor or in a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;

- iii. Certified Public Accountants (CPA)K ;
- iv. Passed at least Part three of Certified Internal Auditors Examination;
- v. Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution;
- vi. Membership to a recognized professional body and of good standing;
- vii. Certificate in computer application skills; and
- viii. Demonstrated professional competence as reflected in work performance and results.

9. CAK/HR/08/9/2025: PRINCIPAL ADMINISTRATION OFFICER- CASB 6/JG“N” 1
POSITION- TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary-	Ksh. 60,580
House Allowance	Ksh. 25,500
Commuter Allowance	Ksh. 8,000

a). Duties and Responsibilities

Reporting to the Assistant Director - Administration Services, duties and responsibilities will entail:

- i. assists in development and implementation of administrative plans and policies;
- ii. coordinating of service delivery at the county assembly;
- iii. supervising Administration Officers I and II, Senior Administration Officers and Chief Administration officers and offer professional guidance;
- iv. guiding on implementation of departmental initiatives, projects and programs;
- v. develop and maintain policies, rules, standards and procedures governing administration services;
- vi. providing appropriate advice on matters relating to the Administration Department of County Assembly;
- vii. interpreting and implementing strategies, policies, and standards pertaining to Administration services of the County Assembly;
- viii. procuring and effectively managing contracts relating to cleaning, mail/parcel delivery;
- ix. implementing statutory requirements relating to maintenance of the County Assembly’s buildings and installations;

- x. coordinating repairs and maintenance of office equipment;
- xi. ensuring prompt delivery of mail and execution of messengerial services;
- xii. ensuring prompt settlement of utility services bills;
- xiii. coordinating the execution of third party service contracts e.g. cleaning and security services;
- xiv. coordinating planning and allocation of working tools and equipment;
- xv. allocating of office and parking spaces; controlling the telephone expenditure in line with approved budget ceilings; overseeing auxiliary and courier services;
- xvi. liaising with Supply Chain Unit for the procurement of telephone lines for officers, calling cards, scratch cards and any components related to this service;
- xvii. oversees efficient and effective utilization of assembly assets and equipment;
- xviii. provide input in the preparation of the departmental budget; and
- xix. ensuring safety and security of assembly assets and equipment such as vehicles, furniture, computers, kitchen and cleaning appliances etc.

a) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Administration Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Proficiency in computer application;
- v. Registration with a professional body with membership of good standing; and
- vi. Demonstrated managerial, Administration and professional competence in work performance and results.

10. CAK/HR/08/10/2025: SENIOR LEGAL OFFICER- CASB 8/JG“L” - 1 POSITION TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary- Ksh. 46,240
House Allowance- Ksh. 22,000

Commuter Allowance - Ksh. 6,000

a). Duties and Responsibilities;

Reporting to Senior Principal Legal Counsel, duties and responsibilities will entail:

- i. observing and noting legal trends to accordingly advise the supervisor;
- ii. documenting hearing dates in litigation matters;
- iii. facilitating service of legal documents;
- iv. collecting, circulating and filing published bills and subsidiary legislation;
- v. filing court documents and any other legal documents;
- vi. organizing the Legal Department Registry;
- vii. drafting Legal Documents under the supervision of the Litigation Counsel; and
- viii. providing any other legal clerical services that may be required by the Assembly.

(b). Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Law from a recognized institution;
- ii. served in the grade of Legal Clerk I or in a comparable and relevant position for a minimum period of three (3) years;
- iii. Possession of a valid Process Server's Certificate;
- iv. Certificate in Management course lasting not less than four weeks from a recognized institution;
- v. Proficiency in computer applications; and
- vi. Shown merit and ability as demonstrated in work performance and results.

11. CAK/HR/08/11/2025: FIRST CLERK ASSISTANT- CASB 9/JG“K” - 6 POSITIONS

TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 41,320

House Allowance Ksh. 12,800

Commuter Allowance Ksh. 5,000

(a). Duties and Responsibilities

Reporting to the Assistant Director, Legislative, Procedural & Committee Services, duties and responsibilities will entail:

- (i) Taking charge of Committees and arranging their business by providing secretariat services;
- (ii) Taking minutes and writing reports of the assigned Assembly Committees;
- (iii) Assisting in drafting of Bills, Statements and Motions;
- (iv) Advising Committee Chairperson on procedural issues;
- (v) Searching for fresh information/facts by consulting appropriate sources like documents or persons;
- (vi) Conduct specific legislative research and studies for committees and Members;
- (vii) Advising the Speaker and Members on the rules, practices and precedents of the Assembly;
- (viii) Preparing draft procedural rulings based on standing order, practice and precedents for approval by the Speaker;
- (ix) Keeping accurate records of the House votes and proceedings, motions, scripts and written procedure required for conduct of House business;
- (x) Providing procedural and administrative support and maintaining committee records;
- (xi) Providing logistics for the committees;
- (xii) Preparing and updating House business trackers; and
- (xiii) Drafting of order paper.

(b). Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Second Clerk Assistant or in comparable position for minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource ;Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iv) Shown merit and ability as demonstrated in work performance and results.

12. CAK/HR/08/16/2025: RESEARCH OFFICER I- CASB 9/JG“K” - 1 POSITION

TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 41,320

House Allowance Ksh. 12,800

Commuter Allowance- Ksh. 5,000

(a). Duties and Responsibilities

Reporting to the Principal Research Officer, duties and responsibilities will entail:

- i. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- ii. initiating and conducting anticipatory research and analysis on key policy issues;
- iii. providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- iv. maintaining a periodically updated inventory of publications on current issues;
- v. legislation and major public policy issues/questions;
- vi. ensuring quality control in the preparation of research papers, briefing notes and particular points of view; and
- vii. providing back up to County Assembly committees.

a) Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served as a Research Officer II or in a comparable position for a minimum period of three (3) years;
- ii. Bachelor’s degree in Statistics, Economics, Social Sciences, political science, commerce or relevant equivalent qualification from a recognized institution;
- iii. Shown merit and ability as reflected in work performance; and
- iv. Proficiency in computer applications.

13. CAK/HR/08/17/2025:PUBLIC COMMUNICATION & MEDIA RELATIONS OFFICER I CASB 9/JG“K”- 1 POSITION - TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 41,320
House Allowance Ksh. 12,800
Commuter Allowance Ksh. 5,000

(a) Duties and Responsibilities

Reporting to the Assistant Director, Public Communications and Media Relations, duties and responsibilities will entail:

- i. Organizing PR events (like open days, press conferences) and serve as the Assembly's developing public relations campaigns and media relations strategies;
- ii. implementing Public Communications and Media relations policies;
- iii. collaborating with internal teams and maintaining open communication with senior management;
- iv. editing and updating promotional material and publications (brochures, videos, social media posts etc.);
- v. preparing and distributing press releases;
- vi. organizing PR events (e.g. open days, press conferences) and serve as the Assembly's spokesperson;
- vii. highlighting inquiries from the media and other parties;
- viii. tracking media coverage and following industry trends; and
- ix. drafting Public Relations reports.

(b). Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Public Communication/Media Relations Officer II or a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- iii. Certificate in computer applications skills from a recognized institution
- iv. Registration with a relevant professional body with membership of good standing; and
- v. Shown merit and ability as reflected in work performance and results.

14. CAK/HR/08/19/2025: INTERNAL AUDITOR I- CASB 9/JG“K” - 1 POSITION - TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 41,320
House Allowance Ksh. 12,800
Commuter Allowance Ksh. 5,000

a) Duties and Responsibilities

Reporting to Principal Internal Auditor, duties and responsibilities will entail:

- i. reconciliation of budgetary allocations with monthly expenditure summaries;
- ii. ensuring Government assets i.e. plant and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely;
- iii. undertaking a variety of audit assignments relating to pre-audit of payments, evaluation and review of internal control systems and report on any weaknesses;
- iv. evaluating the effectiveness of existing financial regulations and establish the level of compliance in practice; and
- v. compiling and preparing reports based on audit observations made in his/her section/team.

b).Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served as an Internal Auditor II for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills.

15. CAK/HR/08/20/2025: RESEARCH OFFICER II - CASB 10/JG“J” - 2 POSITION - TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic SalaryK Ksh. 33,900
House Allowance Ksh. 7,500
Commuter Allowance Ksh. 4,000

a) Duties and Responsibilities

Reporting to the Principal Research Officer, duties and responsibilities will entail:

- i. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- ii. generate and disseminate research information to enhance County Assembly core functions - Law making, oversight and representation;
- iii. ensure quality in the preparation of research papers, briefing notes and particular points of view;
- iv. providing back up to County Assembly committees;
- v. build a credible data bank for reference and timely response to County Assembly's information needs; and
- vi. initiate anticipatory research and contribute to publications on contemporary and topical issues relevant to the work of the legislature.

b) Requirements for Appointment

For appointment to this grade an officer must have:

- i. Bachelor's degree in Statistics, Economics, Social Sciences, political, science, commerce or relevant equivalent qualification from a recognized institution; and
- ii. Proficiency in computer application.

16. CAK/HR/08/22/2025:SERGEANT-AT-ARMS II- CASB 10/JG"J" - 1 POSITIONS - TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 33,900

House Allowance Ksh. 7,500

Commuter Allowance Ksh. 4,000

(a). Duties and responsibilities

Reporting to the Chief Sergeant At-Arms, duties and responsibilities will entail:

- (i) Supervision of junior staff in designated unit;
- (ii) Supervise measures to ensure safety of the facilities;
- (iii) Ensure safe custody of the mace;
- (iv) Ensuring Proper Housekeeping of the Chamber;
- (v) Undertaking security surveys;

- (vi) Coordinating security matters;
- (vii) Controlling of authorized parking;
- (viii) Ensuring Fire Prevention and Safety Measures are put in place; and
- (ix) Controlling admission of visitors, contractors and suppliers.

(b). Requirement for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the disciplined forces on a rank of Sergeant for a period of not less than five (5) years or as a Commissionaire II for at least three (3) years; OR
- (ii) Bachelor's Degree in Security Management /Investigations, Criminology and Forensic studies or its equivalent & relevant qualification from a recognized institution;
- (iii) Certificate in fire-fighting and first aid;
- (iv) A valid certificate of good conduct; and
- (v) An exemplary service certificate.

17. CAK/HR/08/24/2025: CHIEF DRIVER -CASB 10/JG"J" -1 POSITION-TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 33,900
 House Allowance Ksh. 7,500
 Commuter Allowance Ksh. 4,000

(a) Duties and Responsibilities

Reporting to the Principal Driver, duties and responsibilities at this level entail:

- i. driving vehicles as authorized;
- ii. carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc;
- iii. detecting malfunctioning of vehicles system;
- iv. maintenance of work tickets for vehicles assigned;
- v. ensuring security and safety of the vehicle on and off the road;
- vi. overseeing safety of the passengers and/ or goods therein;
- vii. maintaining cleanliness of the vehicle; and

viii. ensuring adherence to or observations of traffic laws.

(b) Requirement for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Senior Driver for a minimum period of three (3) years;
- (ii) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iii) Defensive driving certificate from Automobile association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (iv) Passed the Suitability Test for Drivers Grade III;
- (v) First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (vi) Valid Certificate of Good Conduct; and
- (vii) Demonstrated integrity and professional competence as reflected in work performance and results.

18. CAK/HR/08/25/2025: SENIOR DRIVER - CASB 11/JG“H” - 2 POSITIONS- TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary Ksh. 27,900

House Allowance Ksh. 4,500

Commuter Allowance Ksh. 4,000

(a). Duties and Responsibilities

Reporting to the Principal Driver, duties and responsibilities at this level entail:

- i. driving vehicles as authorized;
- ii. carrying our routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc;
- iii. detecting malfunctioning of vehicles system;
- iv. maintenance of work tickets for vehicles assigned;

- v. ensuring security and safety of the vehicle on and off the road;
- vi. overseeing safety of the passengers and/ or goods therein;
- vii. maintaining cleanliness of the vehicle; and
- viii. ensuring adherence to or observations of traffic laws.

a) Requirement for Appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Driver I for a minimum period of three
- ii. (3) years;
- iii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iv. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Passed the Suitability Test for Drivers Grade III;
- vi. First -Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vii. Valid Certificate of Good Conduct; and
- viii. Demonstrated integrity and professional competence as reflected in work performance and results.

19. CAK/HR/08/28/2025: SECURITY WARDEN I- CASB 13/JG“F” - 2 POSITION- TERMS OF ENGAGEMENT-PERMANENT & PENSIONABLE

The entry and training grade for this cadre.

Basic Salary- Ksh. 20,370

House Allowance Ksh. 3,730

Commuter Allowance Ksh. 3,000

a).Duties and responsibilities

Reporting to the Sergeant At-Arms I, duties and responsibilities will entail:

- i. undertaking all the Chambers and ceremonial duties;
- ii. in-charge of housekeeping and estate management;

- iii. liaising and coordinating with other security agencies during committee tours and facilitation of committee duties;
- iv. coordinating security matters within the County Assembly;
- v. controlling all the vehicle traffic and their parking;
- vi. screening and issue of entry badges to visitors;
- vii. storing visitors' luggage and ensure safe keeping;
- viii. Supervise the performance of other wardens; and
- ix. Responsible for office computers and accessories, office equipment, furniture, fixtures and fittings.

b).Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Have served in the grade of Security Warden II or in a comparable position for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education mean grade D Plain or its equivalent;
- iii. Be in possession of a First Aid certificate and possess an exemplary service certificate;
- iv. Have a valid Certificate of Good Conduct; and
- v. Have shown merit and ability as reflected in work performance and results.