COUNTY ASSEMBLY OF KISUMU

www.kisumuassembly.go.ke
email;kisumuassembly@gmail.com

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

COUNTY ASSEMBLY SERVCE BOARD

ADVERTISEMENT FOR VARIOUS VACANCIES

The County Assembly of Kisumu Service Board invites applications from qualified candidates to fill the following vacant positions in the County Assembly. Interested and qualified persons are requested to make their applications by completing, **KISUMU CASB applications** forms. The forms can be downloaded from the Assembly`s website: www.kisumuassembly.go.ke

NB: THE TERMS OF SERVICE FOR POSITIONS ADVERTISED ARE OF TWO CATEGORIES AS SHOWN BELOW:
1ST CATEGORY - Permanent &Pensionable
2ND CATEGORY - Contract for Three years

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES	TERMS OF SERVICE
1	Deputy Clerk of the Assembly	CASB 3 (R)	1/2021	1	Permanent &Pensionable
2	Senior Internal Auditor	CASB 5 (P)	2/2021	1	Permanent &Pensionable
3	Internal Auditor I	CASB 6 (N)	3/2021	1	Contract
4	Research Officer I	CASB 6 (N)	4/2021	1	Contract
5	Research Officer II	CASB 8 (L)	5/2021	1	Contract
6	Information Communication Technology Officer II	CASB 7 (M)	7/2021	1	Contract
7	Human Resource Management Officer II	CASB 7 (M)	8/2021	1	Permanent &Pensionable
8	Human Resource Officer III	CASB 8 (L)	9/2021	1	Permanent &Pensionable
9	Principal Supply Chain Management Officer	CASB 4 (Q)	10/2021	1	Permanent &Pensionable

10	Supply Chain Management officer III	CASB 11 (H)	11/2021	1	Contract
11	Senior Sergeant At Arms	CASB 5 (P)	12/2021	1	Permanent &Pensionable
12	Sergeant At Arms II	CASB 7 (M)	13/2021	1	Permanent &Pensionable
13	Commissionaire	CASB 10 (J)	14/2021	1	Permanent &Pensionable
14	Senior Accountant	CASB 5 (P)	15/2021	1	Permanent &Pensionable
15	Accountant	CASB 10 (J)	16/2021	1	Permanent &Pensionable
16	Clerk Assistants (Interns)	CASB	17/2021	5	As Per Internship Policy
17	Executive Secretary	CASB 7 (M)	18/2021	1	Permanent &Pensionable
18	Hansard Reporter	CASB 8 (L)	19/2021	1	Permanent &Pensionable

Please Note

i. The applicants should attach copies of their certificates and testimonials.
ii. It is an offence to include incorrect information in the application, giving false or misleading information on conviction may lead to being fined or imprisoned.
iii. Only shortlisted and successful candidates will be contacted.
iv. CANVASSING in any form will lead to automatic disqualification.
v. The Kisumu County Assembly Service Board is committed to implementing the provisions of the constitution – chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women members of all ethnic groups and persons with disabilities. **THEREFORE, PERSONS WITH DISABILITIES, THE MAGINALISED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
vi. **Shortlisted candidates shall** be required to produce **original** copies of their Identity Cards, Academic and Professional certificates and transcripts during interviews. **It is a criminal offence to present fake certificates.**
vii. Serving officers shall be required to produce the original letters of appointment to their current substantive post during their interview.

Completed applications should be sent or delivered not later than Monday 12th April, 2021 at 5.00 pm to the office of the clerk and addressed to:

THE SECRETARY
COUNTY ASSEMBLY SERVICE BOARD
KISUMU COUNTY ASSEMBLY
P. O. BOX 86 -40100
KISUMU

DEPUTY CLERK OF THE COUNTY ASSEMBLY (Job Grade 'R' CASB 03)
ONE (1) POSITION V/NO. 1/2021
Basic Salary Scale: Kshs. 121,430 – 169,140 p.m
House Allowance: Kshs. 35,000
Commuter Allowance: Kshs. 16,000

The Deputy Clerk of the Assembly will be answerable to the Clerk of the Assembly. Specific duties and responsibilities will entail:

i. Offering advice on procedure and practice to the Speaker, other Presiding Officers and Members of County Assembly.
ii. Coordinating external relations including international, inter-county Assemblies relations, conferences and protocol affairs.
iii. Enhancing public understanding and knowledge of the work of the County Assembly by increasing public accessibility and awareness and the operations.
iv. Offering procedural advice to the speaker, other Presiding officers and Members of the County Assembly as required and overseeing the proceedings of the House.
v. Preparing and presentation of orientation programmes for newly elected members of County Assembly and;
vi. Managing of county assembly internship programme.

Requirements for Appointment
For appointment to this grade an officer must have:-

i. Served in the grade of Principal Clerk or in a comparable position for a minimum period of three (3) years
ii. Bachelor's Degree in Social Sciences or Political Science, Sociology/Economics/Public Administration/Law/Business Administration, Education or its equivalent qualification from a recognised institution.
iii. Master's Degree in Social Sciences or Political Science, Sociology/Economics/Public Administration/Law/Business Administration, Education or its equivalent qualification from a recognised institution will be an added advantage.
iv. Kenya Certificate of Secondary Certificate mean grade C+(plus)
v. Certificate in Leadership from a recognised institution.
vi. Registration with a professional body.
vii. Proficiency in computer application skills and;
viii. Demonstrated integrity and professional competence as reflected in work performance and results.
ix. Attended at least four (4) week Strategic, Transformative Leadership Course from a recognized institution;

SENIOR INTERNAL AUDITOR - (Job Grade 'P' CASB 05) ONE (1) POSITION V/NO. 2/2021
Basic Salary Scale: Kshs. 87,360
House Allowance: Kshs. 28,000
Commuter Allowance: Kshs. 12,000

Duties and Responsibilities

Duties and responsibilities will entail:

i. Internal Audit in both departmental operations and general administration
ii. co-ordination, and controlling of the operations of internal audit department.
iii. ensuring the maintenance of high audit standards in the department.
iv. monitoring and constantly reviewing audit programmes for all the sections in the department.
v. Organizing planning, coordinating and controlling the audit activities through the Principal Internal Auditor and other sectional heads.

Requirements for Appointment

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

i. served as Internal Auditor I 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, Business Administration or its equivalent qualification from a recognized institution;
iii. Master degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution.
iv. Certified Public Accountants CPA (K) or Certified Internal Auditors (CIA) Part IV from a recognized institution;
v. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
vi. Membership to a recognized professional body and of good standing;
vii. Certificate in computer application skills.
viii. Merit and ability as reflected in work performance and results.

INTERNAL AUDITOR I (Job Grade 'N' CASB 06) – ONE (1) POSITION V/NO. 3/2021

Basic Salary Scale: Kshs. 56,370
House Allowance: Kshs. 25,500
Commuter Allowance: Kshs. 8,000

Specific duties and responsibilities at this level will entail:-

i. Verifying utilization of County Assembly's resources.
ii. Verifying payments to ensure validity and accuracy.
iii. Implementing regulations pertaining to financial control and management.
iv. Carrying out risk assessment and developing management guidelines.
v. preparation, implementation and supervision of all audit programmes used by the department;
vi. reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;

vii. Implementing annual audit plans and Committee reports.
viii. Directing and conducting audit inspections of the County Assembly's records.
ix. Monitoring and reviewing implementation of audit programmes.
x. Verifying data on periodical financial returns, estimates and expenditure.
xi. Evaluating and documenting audit evidence.

Requirements for Appointment

An officer must have:-

i. Served in the grade of Internal Auditor II 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 from a recognized institution;
iii. Certified Public Accountants (CPA) Kenya Part III or Certified Internal Auditors (CIA) Part IV from a recognised institution
iv. Kenya Certificate of Secondary grade C (plain)
v. Proficiency in computer application skills and demonstrate proficiency in computer use and applications,
vi. Demonstrated professional competence as reflected in work performance and results;
vii. must have attended a Senior Management Course lasting for not less than four (4) weeks from a recognized institution;
viii. Membership to a recognized professional body and of good standing;
ix. Certificate in computer application skills;
x. demonstrated professional competence as reflected in work performance and results

RESEARCH OFFICER I (Job Grade 'N' CASB 06) – ONE (1) POSITION V/NO. 4/2021

Basic Salary Scale: Kshs. 56,370
House Allowance: Kshs. 25,500
Commuter Allowance: Kshs. 8,000

Duties and responsibilities will entail:-

i. providing non-partisan professional research assistance and
ii. analysis to Members, Committees and staff of County Assembly;
iii. initiating and conducting anticipatory research and analysis on
iv. key policy issues;
v. maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
vi. ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
vii. providing back up to County Assembly committees;
viii. generating and disseminating research information to enhance County Assembly core functions -Law making, oversight and Representation;
ix. providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;

x. carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure;
xi. evolution, growth and contemporary aspects of the County Assembly;
xii. undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence-informed decision making in the legislature;
xiii. building a credible data bank for reference and timely response to County Assembly's information needs.

Requirements for Appointment

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

i. Served in the grade of Research Officer II or in a comparable position for a minimum period of three (3) years.
ii. Bachelor's Degree in Statistics, Social Sciences, Economics or its equivalent from a recognized institution.
iii. Master's Degree in Statistics, Social Sciences, Economics or its equivalent from a recognized institution will be an added advantage.
iv. An understanding of Parliamentary process and sensitivity to the research and policy analysis needs of the County Assembly.
v. Kenya Certificate of Secondary Certificate mean grade C (plain)
vi. Proficiency in Computer application skills.
vii. Registration with a professional body; and

Demonstrated outstanding administrative/managerial capability in the organization of the research services

RESEARCH OFFICER II (Job Grade 'M' CASB 7) – ONE (1) POSITION V/NO. 5/2021

Basic Salary Scale: Kshs. 49,000
House Allowance: Kshs. 22,000
Commuter Allowance: Kshs. 8,000

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. maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
iv. ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
v. providing back up to County Assembly committees.
vi. generating and disseminating research information to enhance County Assembly core functions - Law making, oversight and representation.
vii. providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
viii. carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure; evolution, growth and contemporary aspects of the County Assembly;

ix. undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence-informed decision making in the legislature; and
x. building a credible data bank for reference and timely response to County Assembly's information needs.

Requirements for Appointment

For appointment to this grade an officer must have:
i. served in the grade of Research Officer III 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. An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly;
iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; Proficiency in computer application skills;
v. Certificate in Management Course of not less than four weeks from a recognized institution; and
vi. Shown merit and ability as reflected in work performance and results.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (Job Grade 'M' CASB 07) – ONE (1) POSITION V/NO. 6/2021

Basic Salary Scale: Kshs.49, 000.
House Allowance: Kshs. 22,000
Commuter Allowance: Kshs. 8,000

Specific duties and responsibilities will entail:-
i. Developing hardware and software specifications.
ii. Developing and implementing systems.
iii. Undertaking upgrading of software.
iv. Updating and keeping inventory on information communication technology activities, designing, recommending and evaluating systems.
v. Implementing, maintaining and documenting standards of systems.
vi. Maintaining support systems and training of users; and
vii. Repairing and maintaining of information communication technology equipment and associated peripherals.

Requirements for Appointment
For appointment to this grade, an officer must have:-
i. Served in the grade of Information Communication Technology Officer III or comparable position for a minimum period of three (3) years.
ii. Bachelor's Degree in any of the following disciplines:-Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from a recognized institution.
iii. Certificate in Management Course from a recognized institution;
iv. Kenya Certificate of Secondary Certificate mean grade C (plain)

v. Demonstrated merit and ability as reflected in work performance and results.

HUMAN RESOURCE MANAGEMENT OFFICER II (Job Grade 'M' CASB 07) – ONE (1) POSITION V/NO. 7/2021

Basic Salary Scale: Kshs. 49,000 – Kshs 65,120 p.m
House Allowance: Kshs. 22,000
Commuter Allowance: Kshs. 8,000

Specific duties and responsibilities will entail:-

i. staff appraisal logistics;
ii. Code of Conduct reports;
iii. managing staff medical scheme, pension and statutory deductions;
iv. overseeing performance management;
v. managing staff probation, confirmation, promotion and exit process;
vi. disciplinary process documentation;
vii. comprehensive and consistent documentation and reporting of performance management processes;
viii. documentation of all compliance issues and progress including SRC, CRA, KENAO, KRA, DOSH, PSC, IHRM and all Labour Laws and regulations;
ix. Updating job descriptions;
x. be the Secretary to the Performance Management Committee; and
xi. collating daily attendance and leave records and summarizing them.

Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served in the grade of Human Resource Management Officer III for a minimum period of three (3) years;
ii. Bachelors degree in any of the following disciplines:- Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
iii. Post-graduate Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized institution;
iv. Certificate in Management Course of not less than four weeks from a recognized institution;
v. Be a member of the Institute of Human Resource Management and of good professional standing;
vi. Be a holder of CHRP III;
vii. Proficiency in computer application; and
viii. Demonstrated managerial, administrative and professional competence in work performance and results.

HUMAN RESOURCE OFFICER III (Job Grade 'L' CASB 08) – ONE (1) POSITION V/NO. 8/2021

Basic Salary Scale: Kshs. 42,970 – Kshs 59,120 p.m
House Allowance: Kshs. 22,000

Commuter Allowance: Kshs. 6,000

Specific duties and responsibilities will entail:-

i. monthly payroll cleansing;
ii. updating and processing of monthly payroll;
iii. Directorate of Public Service Management (DPSM) - liaison;
iv. staff loan documentation and implementation;
v. maintaining staff establishment, employee records and human resource information systems;
vi. updating and Registration on Government Human Resource Information System (GHRIS);
vii. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc ;
viii. checking compliance with the one-third net pay rule; and
ix. payroll supervision for the manual and IPPD payrolls and liaise with the DPSM;

Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served in the grade of Human Resource Management Assistant for a minimum period of three (3);
ii. Bachelor's degree in any of the following disciplines:- Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
iii. Post graduate Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized Institution;
iv. Be a member of the Institute of Human Resource Management of Kenya and of good professional standing;
v. Proficiency in computer application; and
vi. Demonstrated managerial, administrative and professional competence in work performance and results.

PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER (Job Grade 'Q' CASB 04) - ONE (1) POSITION V/NO. 9/2021

Basic Salary Scale: Kshs.99, 900 – Kshs 133,870 p.m
House Allowance: Kshs. 28,000
Commuter Allowance: Kshs. 14,000

Specific duties and responsibilities will entail:-

i. interpretation of relevant laws, regulations and policies;
ii. ensuring goods and services procured by County Assembly meet tender specifications;
iii. identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
iv. developing detailed Service Level Agreements for third party providers outlining the key performance areas critical to the County Assembly;

v. monitoring third party providers' performance to assess ability to meet quality and delivery requirements;
vi. ensuring maintenance of updated suppliers list;
vii. ensuring that planned stock levels will meet forecasted demand by monitoring stocks identify changes and determining re-order levels; and
viii. providing advisory services in the procurement matters to the County Assembly including preparation of consolidated procurement and disposal plan.

Requirement for Appointment
For appointment to this grade, an officer must have:

i. Served in the grade of Senior 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;
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 Demonstrated managerial and administrative and professional competence in work performance and results.

SUPPLY CHAIN MANAGEMENT ASSISTANT III (Job Grade 'H' CASB 11) - ONE (1) POST V/NO. 10/2021

Basic Salary Scale: Kshs. 25,470
House Allowance: Kshs. 4,500
Commuter Allowance: Kshs. 4,000

This is the entry and training grade for this cadre.

Specific duties and responsibilities will entail:-
i. maintaining security and safe custody of stores;
ii. undertaking procurement and storage activities;
iii. issuing and rationing of stores; and
iv. making recommendations for disposal of unserviceable stores.

Requirements for Appointment

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

i. Diploma in Stores Management/Supply Chain Management or its equivalent qualification from a recognized institution;
ii. and Proficiency Certificate in computer application skills
iii. Kenya Certificate of Secondary mean grade C (plain)

SENIOR SERGEANT-AT-ARMS (Job Grade 'P' CASB 05) - ONE (1) POSITION V/NO. 11/2021

Basic Salary Scale: Kshs. 87, 360
House Allowance: Kshs. 28, 000
Commuter Allowance: Kshs.12, 000

Specific duties and responsibilities will entail:-

i. conducting intermittent and periodic security surveys and investigations;
ii. ensuring protective security for all personnel and property within the County Assembly;
iii. providing interdepartmental and chamber support services;
iv. allocating of committee rooms to various committees of the County Assembly;
v. ensuring fire prevention and safety of the county assembly facilities;
vi. ensuring compliance with occupational health requirements**.**

Requirements for appointment

For appointment to this grade, an officer must have:

i. Served in the grade of Serjeant-At- Arms I for a minimum period of three (3) years;
ii. Bachelor's degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
iii. Master degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
iv. Certificate in Leadership Course lasting not less than six weeks from a recognized institution;
v. Shown exemplary acquisition and application of knowledge of the operations of the County Assembly; and
vi. Shown merit, competence and ability as exhibited in work performance and results.

SERGEANT-AT-ARMS II (Job Grade 'M' CASB 7) - ONE (1) POSITION V/NO. 12/2021

Basic Salary Scale: Kshs. 49,000
House Allowance: Kshs. 22, 000
Commuter Allowance: Kshs.8, 000

Duties and responsibilities
Duties and responsibilities will entail:
i. ensuring safe custody of the mace;

ii. ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
iii. controlling of authorized parking to ensure order and security in the county assembly premises;
iv. performing chamber and ceremonial duties as per the laid down guidelines;
v. receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
vi. ensuring that CCTV cameras are functional and are well manned; and
vii. ensuring that conference facilitation are availed and secured especially when committee go out of the assembly.

Requirements for Appointment

For appointment to this grade, a candidate must:
i. have served in the grade of Senior Sergeant At Arms for at least three (3) years or in the disciplined forces for a period of not less than five (5) years in a commensurate position;
ii. have Bachelor's Degree in Security Management/Investigations, Criminology and Forensic studies from a recognized institution;
iii. Certificate in Management Course not lasting less than four weeks from a recognized institution;
iv. have certificate in firefighting and first aid; and
v. Possess an exemplarily service certificate;
vi. Be in possession of a Paramilitary/Military Training qualifications; and
vii. Shown merit and ability in work performance and results.

COMMISSIONAIRE I (Job Grade 'J' CASB 10) – ONE (1) POSITION V/NO. 13/2021

Basic Salary Scale: Kshs. 31,270 – 41,260 p.m
House Allowance: Kshs. 7,500
Commuter Allowance: Kshs. 4,000

Duties and responsibilities will entail:-
Duties and responsibilities will entail:
i. preventing any interruption as the county assembly meeting is in progress;
ii. ensuring public gallery security within the county assembly;
iii. serving members in the chamber;
iv. controlling the press in the public gallery when the county assembly is in progress;
v. controlling dress code in the public gallery to ensure decorum in the County Assembly.

Requirements for Appointment

For appointment to this grade, an officer must:-
i. Served in the grade of Commissionaire II or in a comparable position for a minimum period of three (3) years;
ii. Be in possession of a Paramilitary/Military Training qualifications;

iii. A Diploma in Security Management /Investigations and
iv. Forensic studies from a recognized institution;
v. Have served satisfactorily in the uniformed service for a period of not less than five (5) years;
vi. Have First Aid certificate and/or fire-fighting certificate /Disaster management certificate;
vii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
viii. Be in possession of an exemplarily service certificate; and Shown merit and ability in work performance and results

SENIOR ACCOUNTANT (Job Grade 'P' CASB 05) - ONE (1) POSITION V/NO. 14/2021

Basic Salary Scale: Kshs. 87, 360 – Kshs 121,430 p.m
House Allowance: Kshs. 28, 000
Commuter Allowance: Kshs.12, 000

Duties and Responsibilities
The officer will be responsible for the following functions:

i. monitoring implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations;
ii. follow up implementation of Public Accounts Committee recommendations for the Assembly;
iii. preparation of Bi-annual Accounts;
iv. consolidation of cash flow projections;
v. 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;
vi. assist in setting targets for the accounts staff and evaluating achievements;
vii. responsible for provision of quality and timely accounting services in the Assembly including maintenance of appropriate and up-to-date accounting records;

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. Passed Part III of Certified Public Accountants (CPA) Examination 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.

ACCOUNTANT ONE (1) POSITION (Job Grade 'J' CASB 10) - V/NO. 15/2021

Basic Salary Scale: Kshs. 31,270 – Kshs 41,260 p.m
House Allowance: Kshs. 7,500
Commuter Allowance: Kshs. 4,000

Duties and Responsibilities:

i. responsible for preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved;
ii. responsible for safe custody of records and assets under him/her.

Requirements for Appointment

For appointment to this grade a candidate must have the following qualification:

i. A pass in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications.
ii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

CLERK ASSISTANTS (INTERNS) FIVE (5) POSITIONS - V/NO. 16/2021

Salary Scale: Kshs. 25,000 (AS PER INTERNSHIP POLICY)
The office holder shall work directly under and report to the Senior Clerk Assistant

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.

Requirements for Appointment

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

EXECUTIVE SECRETARY (Administrative Assistant) (Job Grade 'N' CASB 06) – ONE (1) POSITION V/NO. 17/2021

Basic Salary Scale: Kshs. 56,370 – Kshs 87,360 p.m

House Allowance: Kshs. 25,500
Commuter Allowance: Kshs. 8,000

Duties and responsibilities will entail:-
An officer at this level will be deployed to work in either the office of the Speaker or a Clerk of the County Assembly. The officer will be responsible for administration and management of the Office Administrative services function.

Specific duties and responsibilities will entail:

i. interpreting and implementing office administrative services personnel policies and procedures;
ii. participating in selection and recruitment of office
iii. administrative services personnel;
iv. verifying and analyzing office administrative services personnel data for postings and deployment;
v. participating in organizing and budgeting for seminars and workshops for office administrative services personnel; and
vi. participating in updating bio data for office administrative
vii. services staff; and
viii. supervising office administrative services personnel.

Requirements for Appointment

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

i. served in the grade of Chief Administrative Assistant for a minimum period of three (3) years;
ii. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized Institution. **OR**
iii. Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution; **OR**
iv. Bachelor's Degree in Social Sciences plus Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
    (a) Shorthand III (minimum 120 w.p.m.)
    (b) Typewriting III (50 w.p.m.)/Computerized Document
    - ✓ Processing III
    - ✓ Business English III/Communications II
    - ✓ Commerce II
    - ✓ Office Management III/Office Administration and Management III
    - ✓ Secretarial Duties II;
v. Certificate in Secretarial Management Course lasting not less than three (3) weeks from the Kenya School of Government or any other recognized Institution;
vi. Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
vii. Certificate in computer applications from a recognized institution; and

viii. Demonstrated outstanding professional competence in management of secretarial services.

HANSARD REPORTER III (Job Grade 'L' CASB 8) – ONE (1) POSITION V/NO. 18/2021

Basic Salary Scale: Kshs. 42,970 – Kshs 59,120 p.m
House Allowance: Kshs. 22,000
Commuter Allowance: Kshs. 6,000

Specific duties and responsibilities at this level will entail:-

i. Operating the digital recording systems;
ii. Ensuring general safety, cleanliness and usability of the machines;
iii. ensuring timely and accurate recording and transcription;
iv. undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/functions within or outside County Assembly;
v. handling queries relating to Hansard reporting;
vi. preparing transcripts for editing;
vii. sorting and checking transcripts from junior officers and amending as necessary;
viii. assist in preliminary editorial work with emphasis on grammar, syntax, style and consistency; and
ix. assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

Requirements for Appointment
For appointment to this grade an officer must have:

i. Bachelor's Degree in Journalism/Mass Communication/Linguistics majoring in English and Kiswahili from a recognized institution; or any other equivalent qualification from a recognized institution;
ii. Be in possession of Typing II (30 w.p.m.) and/or Audio Typing I and II; and
iii. Proficiency in computer applications skills and
iv. Showing merit and ability as reflected in work performance and result.

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 Secretary,
County Assembly Service Board,
Kisumu County Assembly,
P.O. Box 86 – 40100,
Kisumu.

and be hand delivered to the office of the Clerk/Secretary of the County Assembly Service Board located at the Assembly building Kisumu, so as to reach him not later than **Monday 12th April 2021 at 5.00pm**.