

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF MARSABIT

COUNTY ASSEMBLY SERVICE BOARD

DECLARATION OF VACANCIES

County Assembly wishes to fill the vacancies listed herein. All suitable candidates are invited to apply as instructed in the advert on the Daily Nation of 23rd April, 2022. Please take note of the content of the notice to all applicants enumerated in this advertisement.

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NOTICE TO ALL APPLICANTS

Please Note and Comply:

- a. Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application.
- b. Interested candidates **MUST** duly fill and submit an “Application for Employment” Form available on County Assembly Website.
- c. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- d. Only shortlisted and successful candidates will be contacted.
- e. Canvassing in any form will lead to automatic disqualification.
- f. Shortlisted candidates shall be required to produce ORIGINALS of their National Identity Card/Passport, Academic and Professional certificates and transcripts during interviews.
- g. It is a criminal offence to present fake certificates/documents.
- h. Applications should reach the Assembly on or before **13th May, 2022 latest 5.00 pm** (East African Time).
- i. The County Assembly is not using the services of any recruitment agency and does not charge any fee at any stage during the recruitment and selection process.

**CLERK OF THE COUNTY ASSEMBLY, JOB GRADE “S” /CASB 2:
ONE (1) POST - V/NO. CAM/HR/1/2022**

(a) Duties and Responsibilities

The Clerk is the Chief Executive Officer; administrative and technical head of the Assembly Service and is responsible to the Speaker and the County Assembly Service Board for the general operations and efficient conduct of the business of the Assembly Service. In this endeavour, the Clerk will generally provide strategic, managerial and procedural direction and support the operations of the County Assembly. The Clerk will be responsible for the initiation, coordination and harmonization of policies, legislation and strategies relating to the development and operation of the County Assembly.

I. Managerial / Supervisory Responsibilities

A) As a Secretary to the County Assembly Service Board (County Assembly Services Act No. 24 of 2017 Section 17), the Secretary shall be:

- i. The chief executive officer of the Board;
- ii. The accounting officer of the Board;
- iii. The administrative head of the Assembly Service;
- iv. The custodian of the Board's records;
- v. Responsible for the execution of the decisions of the Board;
- vi. Assignment of duties and supervision of the staff of the Board;
- vii. The preparation and submission of the programs necessary for the achievement of the Board's mandate for approval by the Board;
- viii. Causing to be kept records of the proceedings and minutes of the meetings of the Board and such other records as the Board may direct;
- ix. Ensuring staff compliance with public service values, principles and ethics;

- x. Responsible to the chairperson of the Board and the Board for the general working and efficient conduct of business of the County Assembly Service.
- xi. Responsible for the day to day management of the County Assembly Service, and subject to such directions as may be given by the Board;
- xii. Responsible for assigning or delegating functions of the Board to an employee of the County Assembly Service in consultation with the Board;
- xiii. Direct the implementation of resolutions of the County Assembly Service Board.

B) Procedural Functions (County Assembly Services Act No. 24 of 2017 Section 20).

- i. Principal advisor in the provision of expert, non-partisan and impartial advice to the Speaker of the County Assembly, other presiding officers and to all honourable Members on the parliamentary procedures, practices, conventions and traditions;
- ii. Presiding on the first sitting of County Assembly;
- iii. Presiding over the election of County Assembly Speaker;
- iv. Administering oaths of office to the newly elected Members and the Speaker;
- v. Responsible for marshalling all legislative measures passed by the Assembly including certifying Bills passed by the County Assembly;
- vi. Oversee enhanced public understanding and knowledge of the work of the County Assembly and increasing public accessibility;
- vii. Responsible for the drafting of legislative proposals and Bills for enactment by the County Assembly and publishing of such Bills in the County/Kenya gazette;
- viii. Responsible for the development, amendment and implementation of the County Assembly Standing Orders and other Procedural Manuals.

C) Strategic Planning and Execution

- i. Provide leadership and vision to the County Assembly;
- ii. Establish and review strategic priorities of the County Assembly in consultation with the County Assembly Service Board;
- iii. Overall responsibility for formulation and development of County Assembly strategic plan and objectives;
- iv. Spearheading the achievement of the County Assembly strategic objectives as per the approved County Assembly Strategic Plan;
- v. Spearheading the achievement of the County Assembly annual performance contract targets;
- vi. Responsible for development and implementation of the County Assembly annual budget, work plans and procurement plans to ensure the progressive realization of the County Assembly objectives;
- vii. Oversee the formulation, development and implementation of policies for achieving strategic and administrative functioning of the Assembly; and
- viii. Coordinate preparation of annual performance report of the Assembly.

D) Corporate Governance

- i. Overall responsibility for adherence and Compliance to Constitutional, Legal and Regulatory frameworks on the management of public finance by the County Assembly;
- ii. Enforcement of the national values, values and principles of public service and leadership and integrity code of conduct in accordance with articles 10 and 232 of the Constitution of Kenya and POE Act 2003 and LIA (2012);
- iii. Prepare and present various periodic reports for presentation and approval by the County Assembly Service Board;
- iv. Ensure implementation of the County Assembly Service Board recommendations;

- v. Ensure effective internal controls and processes while maintaining strong risks and compliance system;
- vi. Oversee progressive automation of County Assembly processes with a robust IT System;
- vii. Responsible for responding to audit queries before all relevant committees of the Assembly, the office of the Auditor General and the Senate.

E) Stakeholder Engagement

- i. Build rapport between National Government, Parliament, County Assemblies and County Executives;
- ii. Implement the provisions of the Constitution on Public Participation in legislative processes;
- iii. Responsible for enhancing public understanding and knowledge of the work of the County Assembly and increasing public access to information;
- iv. Responsible for external relations and official interactions with other arms of Government, Ministries, departments and agencies; Constitutional Commissions and independent offices, International legislative Institutions, citizens and interest groups and the Public.

II. Operational Responsibilities / Tasks

- i. Responsible for the day to day administration and functioning of the County Assembly;
- ii. The custodian of the Board's records;
- iii. Convey all the decisions made by the Board;
- iv. Communicates advice/recommendations of the Staff Advisory Committee to the County Assembly Service Board;
- v. Secretary to the County Assembly Service Board;
- vi. Plan, arrange and coordinate CASB meetings, workshops, training, conferences, and retreats to ensure efficient operations of the board;

- vii. Submission of returns to statutory bodies, independent offices and Constitutional Commissions;
- viii. Ensure smooth running and operations of the ward offices and safety of the office assets;
- ix. Advise the County Assembly Service Board (CASB) on administrative and operational issues;
- x. Chairing the Management committees meetings;
- xi. Steering Performance management process and submit annual financial performance report of the Assembly; and
- xii. Carrying out such other duties and exercising powers as may be conferred on him or her by law or by the Standing Orders and practices of the county assembly.

III. Financial Responsibility

As the Accounting/Authorized Officer of a County Assembly, the Clerk shall: monitor, evaluate and oversee the management of the County Assembly public finances. The scope of Financial Responsibility includes:

- i. An authorized officer of the service/Authority to incur expenditure (AIE) and final financial approver at the County Assembly;
- ii. Promoting and enforcing transparency, effective management and accountability concerning the use of public finances;
- iii. Ensuring that accounting standards are applied;
- iv. Implementing financial policies in relation to County Assembly finances;
- v. Ensuring proper management and control of, and accounting for, County Assembly finances to promote the efficient and effective use of budgetary resources;
- vi. Responsible for the preparation of the County Assembly Annual Development Plans (ADP);

- vii. Oversees the preparations and implementation of County Assembly annual budget;
- viii. Coordinate requests for Grants from National Government and other Development Partners;
- ix. Monitoring the management of County Assembly absorption finances and expenditure control;
- x. Reporting regularly to the County Assembly Service Boards on the implementation of their budget;
- xi. The administrator of the County Assembly Mortgage and Car Loan schemes;
- xii. Overall responsibility for adherence and compliance to constitutional, legal and regulatory frameworks on the management of public finance by the County Assembly.

IV. Responsibility for Physical Assets

- i) Oversees the procurement and management of the County Assembly assets;
- ii) Overall responsibility for County Assembly physical assets including:
 - a. Land and buildings;
 - b. Plant and machinery;
 - c. Motor vehicles;
 - d. Furniture Fixtures and fittings; and
 - e. ICT equipment.
- iii) Cash at hand and at the bank.
- iv) Overall responsibility for disposal of County Assembly unserviceable, obsolete, obsolescent or surplus stores and equipment; and
- v) Overall responsibility for the safety of the mace (symbol of Authority of the County Assembly).

(b) Requirements for Appointment

Basic requirements:

The suitable candidate must:

- (i) be a citizen of Kenya;
- (ii) hold a degree from a university recognized in Kenya or its equivalent;
- (iii) have had at least five years relevant professional experience;
- (iv) meet the requirements of leadership and integrity set out in Chapter Six of the Constitution.

The following qualifications will be an added advantage:

- (v) Master degree from a university recognized in Kenya;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Knowledge in public finance, administration and corporate governance;
- (viii) Demonstrated merit, ability, integrity and professional competence as reflected in work performance and results;
- (ix) Certificate in computer application.

**DEPUTY CLERK OF THE COUNTY ASSEMBLY, JOB GRADE "R"
/CASB 3: ONE (1) POST - V/NO. CAM/HR/2/2022**

a) Duties and Responsibilities

The Deputy Clerk of the Assembly will be the principal assistant to the Clerk and shall deputize the Clerk in execution of the Clerk function: administrative and procedural functions, general supervision of all directorates, and oversight of proceedings of the County Assembly and provide procedural advice to the Speaker, other Presiding Officers and Members of County Assembly to achieve the Representation, Legislative, and Oversight mandates of the County Assembly. The Deputy Clerk will specifically carry out the following duties:

I. Managerial / Supervisory Responsibilities

- i. Deputizing the Clerk of the Assembly/Secretary to the County Assembly service Board;
- ii. General supervision of all Directorates;
- iii. Coordination of external relations including international relations, inter-parliamentary relations, conferences and protocol affairs;
- iv. Coordination of programs for enhancing public understanding and knowledge of the work of the Assembly, increasing public accessibility, awareness and its operations;
- v. Vice Chair of the Management Committee;
- vi. Coordinating the drafting and review of Bills to be submitted to the County Assembly;
- vii. Oversees the implementation of the County Assembly's strategic plan and annual work plans to ensure the progressive realization of the County Assembly objectives to enhance service delivery;
- viii. Coordinates the implementation of policies for achieving strategic administrative functioning of the Assembly;
- ix. Supervise the management of County Assembly resources to enhance accountability, transparency and prudence utilization of allocated resources in accordance with PFM Act, 2012;
- x. Promotes staff compliance with national values, (Art.10 CoK, Values and Principles of Public Service (Art. 232 CoK), Principles of leadership and integrity, POEA 2003;
- xi. 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;
- xii. Coordinates the development and implementation of the County Assembly Annual Plans and budget;
- xiii. Coordinates all human resource, employee relations, equal opportunity employment function of the County Assembly;
- xiv. Oversees all administrative functions as well as facilities to ensure consistent operations in the County Assembly;

- xv. Coordinates production of new information through researching, drafting and development of policy and procedures documents in general and specifically the Standing Orders for County Assembly.

II. Operational Responsibilities / Tasks

- i. Offering procedural advice to the Speaker, other Presiding Officers and Members of the Assembly as required and overseeing the proceedings of the House;
- ii. Preparation and presentation of orientation programs for newly elected Members of the Assembly;
- iii. Responsible for preparation of Legislative proposals into Bills through the County/Kenya Gazette to be tabled before the County Assembly;
- iv. Oversees and review policies, guidelines and regulations on legislative drafting;
- v. Oversees procedural matters in the Committees and plenary sessions;
- vi. Advise on all parliamentary procedures, practices conventions and traditions to the Speaker of the County Assembly and other presiding officers;
- vii. Coordinates marshalling of all legislative measures passed by the Assembly including Bills passed by the County Assembly;
- viii. Oversee the development, amendment and implementation of the County Assembly Standing Orders and other Procedural Manuals; and
- ix. Initiate strategies for stakeholders' consultations and engagements.

III. Financial Responsibilities

- i. Deputizes the Accounting/Authorized Officer of a County Assembly in monitoring, evaluating and overseeing the management of the County Assembly service;

- ii. Alternate final financial approver/A.I.E Holder;
- iii. Oversees the preparations and implementation of County Assembly annual budget;
- iv. Promotes adherence to PFM Act 2012 on utilization of the Resources allocated to the Assembly; and
- v. Coordinates preparation and implementation of the annual procurement plan.

IV. Responsibility for Physical Assets

- i. The incumbent has inherent responsibility for the safety of the mace (symbol of Authority of the County Assembly);
- ii. Responsibility for office furniture, fixtures, fittings, equipment and computers in the office of the Deputy Clerk;
- iii. Responsible for motor vehicles assigned to the office of the Deputy Clerk;
- iv. The incumbent deputize the clerk in:
 - a. Overseeing the procurement and management of the County Assembly assets;
 - b. Overall responsibility for County Assembly physical assets including;
 - i. Land and buildings,
 - ii. Plant and machinery,
 - iii. Motor vehicles,
 - iv. Furniture, Fixtures and fittings, and
 - v. ICT equipment.
- v. Overall responsibility for disposal of County Assembly unserviceable, obsolete, obsolescent or surplus stores and equipment.

b) Requirements for Appointment

For appointment to this grade a candidate must:

- (i) Have twelve (12) years relevant work experience five (5)

- years of which must have served as a Director or any comparable position in public/private sector;
- (ii) Have 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) Have Master degree in any Social Science from a recognized institution;
 - (iv) Have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
 - (v) Demonstrated integrity and professional competence as reflected in work performance;
 - (vi) Have Proficiency in computer application;
 - (vii) Demonstrate merit and ability as reflected in work performance and results; and
 - (viii) Meet the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution.

**SENIOR ADMINISTRATION OFFICER, JOB GRADE "L"/CASB 8:
ONE (1) POST - V/NO. CAM/HR/3/2022**

a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. supervising administration officers I and II, and offer professional guidance;
- ii. coordinating timely delivery of administration services;
- iii. identifying and recommending proper accommodation of staff within the organization;
- iv. facilitating the location and movement of equipment;
- v. implementing recommendations of security operations in County Assembly premises;

- vi. ensuring office machines are serviceable;
- vii. implementing administration policies;
- viii. providing cross-functional liaison for Administration matters;
- ix. coordinating renewal of property insurance Policies/ visas/ Transport Licensing Board certificates;
- x. monitoring the location of the equipment;
- xi. providing transport and logistics;
- xii. making proposals for rental management;
- xiii. safeguarding County Assembly assets;
- xiv. coordinating matters of protocol in the County Assembly and other official government functions;
- xv. overseeing catering services and weekly cleaning of offices and compound;
- xvi. ensuring efficient and effective utilization of assembly assets and equipment; and
- xvii. ensuring safety and security of assembly assets and equipment such as vehicles, furniture, computers, kitchen and cleaning appliances etc.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Administration Officer I or comparable position 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 from a recognized institution for a period lasting not less than four weeks;
- iv. Proficiency in computer application; and
- v. Demonstrated merit and ability in work performance and results.

**SENIOR FINANCE OFFICER, JOB GRADE “L”/CASB 8: ONE (1)
POST - V/NO. CAM/HR/4/2022**

The Senior Finance Officer is responsible for undertaking the revenue forecasting, analysis and compiling and writing concise reports on specific assignments on financial matters.

(a) Duties and Responsibilities:

Duties and responsibilities will entail:

- i. supervising Finance Officer I & II;
- ii. processing of budgetary supply matters;
- iii. initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iv. processing of annual budget, revising estimates of recurrent and development expenditures;
- v. initial action for the budgeting of donor financed projects and the review of financial implementation of such projects;
- vi. controlling expenditure commitments as may pertain to the Assembly; and
- vii. monitoring commitments, expenditures and reimbursements.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Finance Officer I or in comparable position for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: Commerce (Finance Option), Finance, Economics, Business Administration/Management (Finance Option) or any other equivalent qualification from a recognized institution;
- iii. Part II of the Certified Public Accountants (CPA) Examination;
- iv. Proficiency in computer application;
- v. Certificate in management course from a recognized institution not lasting less than four (4) weeks; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

**FISCAL ANALYST I, JOB GRADE “K”/CASB 9: ONE (1) POST -
V/NO. CAM/HR/5/2022**

a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Assisting in preparing budgetary information reports to Members of County Assembly (MCAs) and relevant House Committees;
- ii. Collecting and collating budgetary information from various sources for analysis;
- iii. Analysis of CIDP in relation to annual budgets;
- iv. Monitor budgetary cycle and ensure compliance;
- v. Maintaining relevant statistics on public revenue and expenditure figures; and
- vi. Carrying out commissioned Budget research on specific area of interest.

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Served as a Fiscal Analyst I or in comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution; and
- iii. Proficiency in computer application.

SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP 'L' / CASB 8: ONE (1) POST - V/NO. CAM/HR/6/2022

a) Duties and Responsibilities

Specific duties and responsibilities will include:

- i. ensuring that file covers are well maintained;
- ii. ensuring documents are carefully handled;
- iii. ensuring pending correspondence and bring-ups are checked and appropriate action taken;
- iv. ensuring mails are received and sorted;
- v. ensuring opened correspondences are dispatched and related registers are maintained;
- vi. Initiating appraisal and disposal of files/ documents in liaison with National Archives and Documentation Services; and
- vii. ensuring security of information, documents, files and office equipment.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Records Management officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following: Records/ Information Management, Information/ Library Science or equivalent qualification from a recognized Institution;
- iii. Certificate in Senior Management Course from a recognized institution lasting not less than four (4) weeks;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.

CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE "M"/ CASB 7: ONE (1) POST - V/NO. CAM/HR/7/2022

a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Assisting in the preparation and also reviewing of job description templates;
- ii. Assisting in administering salary and management of payroll;
- iii. Filing of third party returns within the stipulated timelines;
- iv. Assisting in interpretation and ensuring compliance with statutory human resource legislation, rules, regulations, conventions, policies, procedures and industry practices;
- v. Managing human resource records by ensuring proper filing and monitoring file movements;
- vi. Managing the staff appraisal logistics;
- vii. Administering of HR forms to newly recruited staff i.e. Bio data, Insurance, declaration of Asset and Liability forms, oath of secrecy forms;
- viii. Collating daily attendance and leave records and summarizing it; and

- ix. Assisting in taking minutes at departmental meeting.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Human Resource Management Officer or in comparable position for a minimum period of three (3) years;
- 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. 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 I;
- vii. Proficiency in computer application; and
- viii. Demonstrated managerial, administrative and professional competence in work performance and results.

SENIOR LEGAL OFFICER, JOB GRADE "L"/ CASB 8: ONE (1) POST - V/NO. CAM/HR/8/2022

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. drafting of Private Members' Bills;
- ii. drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- iii. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- iv. providing legal advice to the CASB, County Assembly Service, County Assembly and its Committees;
- v. ensuring that Bills passed by County Assembly comply with the Constitution;

- vi. liaising with the Office of the Attorney General on litigation matters involving County Assembly;
- vii. legal representation of County assembly and the CASB in court proceedings;
- viii. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- ix. providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB, Assembly Service or the Clerk; and
- x. undertaking legal research on matters before the Department.

(b) Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served as Legal Officer I or in a comparable position for a minimum period of three (3) years;
- ii. Have a Bachelor of Laws degree from a recognized institution;
- iii. Be admitted as an Advocate of the High Court of Kenya;
- iv. Membership to Law Society of Kenya or any recognized equivalent professional body;
- v. Be in possession of a valid practicing certificate;
- vi. Have certificate in Senior Management course lasting not less than four weeks;
- vii. Be Proficient in computer applications; and
- viii. Shown merit and ability as reflected in work performance and results.

PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE "N"/CASB 6: ONE (1) POST - V/NO. CAM/HR/9/2022

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

- i. Coordinating the preparation and the implementation of procurement manual;
- ii. Supervises Chief/Senior Supply Chain Management Officer, Supply Chain Management Officer I& II and Clerical Officers attached to the department;
- iii. Training and developing staff under purview;
- iv. Setting and agreeing on performance targets with staff under purview;

- v. updating, interpreting and implementing existing procurement policies, regulations and procedures;
- vi. preparing procurement plans in accordance with budget process;
- vii. Coordinating procurement activities;
- viii. carrying out internal monitoring and evaluation on procurement;
- ix. assessing the performance of suppliers and contractors;
- x. coordinating the preparation and the implementation of procurement manual;
- xi. recommending disposal of unserviceable stores;
- xii. conducting market research;
- xiii. taking stock of stores;
- xiv. checking the stores issues against requisition made;
- xv. ensuring goods delivered by suppliers are of the right quality and quantity;
- xvi. preparing payment vouchers for suppliers; and
- xvii. distributing quotations requests.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief 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 equivalent qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Registered with a professional body (KISM) and membership of good standing;
- v. Proficiency in computer application; and
- vi. Demonstrated merit and ability in work performance and results.

DIRECTOR – RESEARCH, HANSARD AND ICT SERVICES, JOB GRADE “R”/CASB 3: ONE (1) POST - V/NO. CAM/HR/10/2022

The Director will be responsible to the Clerk.

(a) Duties and Responsibilities

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. Overseeing analysis, evaluation research, interpreting data, ensuring key issues are identified and coordinating research activities on clearly defined subjects;
- vii. Liaising with County Government Departments, the public media, and other Commonwealth Editors' Associations and Unions;
- viii. Providing appropriate technical advice on matters relating to the Research, Hansard, ICT, Library and Public Communications services of County Assembly;
- ix. Ensuring proper coordination of recording of proceedings of the County Assembly and its Committees and timely production of the Hansard;
- x. Ensuring maintenance of a consistent and accurate Hansard publishing format and maintaining an accurate database of Hansard publication;
- xi. Coordinating the provision of Public Communication and Media, ICT, Research and Library Services;
- xii. Supporting the operation of the audio system in the Chamber, and the broadcast of the official coverage of the House (Assembly TV);

- xiii. Responsible for internal and external communications and social media strategies;
- 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; and
- 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 or a comparable position for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: Statistics, Economics, Psychology, Forensic Science, Communication, Linguistics, Journalism, Information Technology, Business Information Technology, Library Science, Information Science or any other equivalent qualification from a recognized institution;
- iii. Master degree in any of the following disciplines: Statistics, Economics, Psychology, Forensic Science, Information Technology, Communication, Business Information Technology, Linguistics – majoring in English and Kiswahili, 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 Research, Hansard, 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.

ASSISTANT DIRECTOR - LEGISLATIVE, PROCEDURAL & COMMITTEE SERVICES, JOB GRADE “P” /CASB 5: TWO (2) POSTS - V/NO. CAM/HR/11/2022

(a) Duties and Responsibilities

The jobholder is responsible for assisting in coordination and supervision of functions and operations of the Legislative, Procedural and Committee Services Department, providing procedural advice to the House Committees and serving as the Clerk at the Table. The specific duties and responsibilities will entail:

- i. planning and co-coordinating functions and operations of a section within the Clerk’s Chambers, namely: the Table Office, the Committee Office, Legislative & Procedural Research, Protocol and Conferences Office, County Assembly Organizations and Exchange Programs, Journals Office, Administrative and Financial duties;
- ii. coordinating the preparation of monthly, quarterly and annual reports;
- iii. Supervise, mentor and coach staff;
- iv. offering advice on procedure and practice to the Speaker, other Presiding Officers and Members of County Assembly;
- v. researching on matters pertaining to parliamentary practice and procedure by consulting appropriate sources like documents or persons;
- vi. offering administrative services to various County Assembly committees;
- vii. advising the speaker, other presiding officers and members of the county assembly on legislative procedures and practices;
- viii. assist in coordination of operations and functions of the legislature such as activities pertaining to seminars and conferences for members of County Assembly;
- ix. preparing the order papers;

- x. maintaining County Assembly procedure, practice, conventions, tradition and etiquette;
- xi. editing and preparing votes on proceedings of plenary sittings;
- xii. Advise the Chairperson and Members on parliamentary procedure, practice, conventions, tradition and etiquette.
- xiii. Assist in verifying and approving draft documents prepared by Clerk Assistants serving in Committees such as correspondences, reports, briefs, meeting agenda, Committee budgets and work-plans.
- xiv. Assist in coordinating the activities of the Liaison Committee.
- xv. Advise officers performing duties in the Committee services department on Committee system, parliamentary procedures and on consideration of business before Committees e.g. Bills/regulations, statement requests, petitions, vetting of nominees, statutory documents (Reports of the Auditor General) and inquiries.
- xvi. Coordinate Committees in considering Budget estimates, Annual Development Plan (ADP), County Integrated Development Plan (CIDP) and County Fiscal Strategy Paper (CFSP).
- xvii. Assist the supervision of planning and implementation of Committee events such as meetings, workshops, conferences, seminars, site visits and public participation exercises.
- xviii. Keep custody of Committee minutes, papers, files, reports and records.
- xix. Assist in conveying all correspondences to Committees and monitor Committees webpage
- xx. Coordinate in the provision of services offered to Members in Committees such as suitable meeting venues, refreshments and professional advice.
- xxi. Serve as the lead Clerk-at-the Table during plenary sitting and advise the speaker, other presiding officers and members on parliamentary procedure, Standing Orders and the law.
- xxii. Take note of plenary decisions and record action points.

- xxiii. Lead in the identification of training and development needs for Departmental staff for sharing with the Deputy Director – Legislative , Procedural and Committee Services
- xxiv. Assist in coordinating ceremonial activities such as official opening of the Assembly, swearing-in of members and address of the Governor/Senator/dignitaries.
- xxv. Review and develop policy briefs/papers on public policy issues and the Committee system for Departmental Consumption.
- xxvi. Assist in the development of the Departmental Procurement Plan.
- xxvii. Attend Assembly administrative committees e.g. Performance Management Committees, Training Committees, and events/taskforces.
- xxviii. Prepare workshop/training presentations for the Department and the Clerk.
- xxix. Organize Departmental meetings.
- xxx. Perform the duties of the Deputy Director – Legislative, Procedural and Committee Services in his/her absence.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Principal Clerk Assistant or in a comparable position for a 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) Master degree in any Social Science, Law or its equivalent from a recognized institution;

- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Membership to a Professional body recognized in Kenya and of good standing;
- (vi) Certificate in computer application skills;
- (vii) the requirements of Chapter six of the Constitution; and
- (viii) Shown merit and ability as reflected in work performance and results.

LIBRARIAN I, JOB GRADE "K"/CASB 9: ONE (1) POST - V/NO. CAM/HR/12/2022

a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Managing enquiries about library facilities;
- ii. Sourcing for information materials/publications, books, newspapers and magazines and maintaining their records;
- iii. Ensuring that books and other library materials are well arranged on the shelves;
- iv. Preparing informational materials in variety of formats (e.g. print, electronic, etc.) for public use;
- v. Ensuring that new library materials and stock are recorded in the register;
- vi. maintaining records and registers for the library borrowers;
- vii. Performing records appraisal and propose disposal /refurbishment decision;
- viii. maintaining library issues and receipts;
- ix. managing information materials such as books, videos, journals etc;
- x. updating catalogues;

- xi. shelving new and returned books and other information materials;
- xii. photocopying and circulating published articles;
- xiii. receiving and compiling requisitions;
- xiv. sourcing for information materials/publications, books, newspapers and magazines and maintaining their records;
- xv. sorting, indexing and filing information materials /publications;
- xvi. retrieving information from the library for use by clients;
- xvii. levying fines for overdue, damaged or lost information material; and
- xviii. documenting and archiving/preserving information resources.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Librarian II or a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution;

OR

- i. Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
- ii. Proficiency in computer applications;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

and

- iv. Shown merit and ability as reflected in work performance and results.

ICT OFFICER I, JOB GRADE “K”/CASB 9: ONE (1) POST - V/NO. CAM/HR/13/2022

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Supervising officers under him/her;
- ii. developing hardware and software specifications;
- iii. designing, recommending and evaluating systems;
- iv. maintaining and documenting standards of systems; maintaining support developing hardware and software specifications;
- v. Ensuring fast response and resolutions to ICT incidences;
- vi. developing and implementing systems; undertaking upgrading of software; updating and keeping inventory on Information Communication Technology activities;
- vii. designing, recommending and evaluating systems;
- viii. implementing, maintaining and documenting standards of systems;
- ix. maintaining support systems and training of users;
- x. Repairing and maintaining of Information Communication Technology equipment.
- xi. Ensure continuous operations of the help desk services supporting the County Assembly;
- xii. Assisting in feasibility study;
- xiii. Installation and configuring of computer hardware, software, networks, printers and scanners as per specifications of ICT standards.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Information Communication Technology Officer II or a 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; and
- iii. Demonstrated merit and ability as reflected in work performance and results.

**SENIOR SERJEANT-AT-ARMS, JOB GRADE “M”/CASB 7: ONE (1)
POST - V/NO. CAM/HR/14/2022**

a) 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 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;
- (vii) Ensuring that conference facilitation are availed and secured especially when committee goes out of the assembly; and
- (viii) Implement departmental plans and budget.

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) served in the grade of 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) 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) Certificate in firefighting and first aid;
- (v) An exemplary service certificate;
- (vi) A valid certificate of good conduct;
- (vii) A Paramilitary/Military Training qualifications; and
- (viii) Shown merit and ability as reflected in work performance and results.

SERJEANT-AT-ARMS, JOB GRADE “L”/CASB 8: TWO (2) POSTS - V/NO. CAM/HR/15/2022

a) Duties and responsibilities

Duties and responsibilities will entail:

- a) Supervision of junior staff in the designated unit;
- b) Routine inspection of the fire equipment and provide reports;
- c) Implement plans for organised security drills;
- d) Update senior officers on emerging security critical incidences;
- e) Implement specific instructions on custody of security items and other equipment;
- f) Undertake duties to meet desirable housekeeping standards;
- g) Performing chamber and ceremonial duties;
- h) Providing fire and safety protective services;
- i) Undertake access control duties - receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
- j) Perform crowd control management duties;
- k) Perform duties towards maintenance of decorum, law and order within the precincts of the Assembly;
- l) ensuring safe custody of the mace;
- m) ensuring safety and security of the assembly premises, firearms and members of the county assembly;

- n) controlling of authorized parking to ensure order and security in the county assembly premises;
- o) ensuring cleanliness of the assembly chambers in accordance with the assembly policies and procedures;
- p) ensuring that CCTV cameras are functional and are well manned; and
- q) ensuring that conference facilitation are availed and secured especially when committee goes out of the assembly.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Sergeant-At-Arms I for at least three (3) years OR in the disciplined forces in a rank of not less than Chief Inspector for a period of not less than six (6) years for direct appointment;
- (ii) 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) Certificate in fire-fighting and first aid;
- (v) An exemplary service certificate;
- (vi) A valid certificate of good conduct;
- (i) A Paramilitary/Military Training qualifications; and
- (ii) Shown merit and ability as reflected in work performance and results.

**CHIEF INTERNAL AUDITOR, JOB GRADE "M"/CASB 7: ONE (1)
POST - V/NO. CAM/HR/16/2022**

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. supervise Senior Internal Auditor and other junior Internal Auditors;
- ii. setting and agreeing on performance targets with staff;
- iii. reviewing and developing audit techniques and procedures for system audits;
- iv. preparing and updating audit guides and programmes;
- v. drafting preliminary audit reports, queries and observations for the departmental heads consideration;
- vi. preparing audit reports to management and follow up on action taken; and
- vii. be responsible for supervision of staff working under him/her including their discipline and training needs.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Internal Auditor or 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. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- iv. Membership to a recognized professional body and of good standing;
- v. At least CPA Part III Certificate or an equivalent qualification from any other recognized professional Accountancy Body; and
- vi. Shown merit and ability as reflected in work performance and results.