

Dated: 01st July, 2022

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF MARSABIT

COUNTY ASSEMBLY SERVICE BOARD

RE-ADVERTISEMENT OF VACANCIES

Pursuant to Section 18 of the County Assembly Services Act (2017), the County Assembly Service Board of Marsabit hereby invites applications from suitably qualified candidates to fill the following vacant position. All suitable candidates are invited to apply as instructed in this re-advertisement.

SN	POSITION TITLE	GRADE	VACANCY	VACANCY NO.
1)	Assistant Director - Legislative, Procedural & Committee Services	P	2	CAM/HR/11/2022
2)	Principal Internal Auditor	N	1	CAM/HR/16/2022
3)	Principal Human Resource Management Officer	N	1	CAM/HR/7/2022

Please take note of the content of the notice to all applicants enumerated in this advertisement.

Remuneration & Benefits: As per SRC prevailing advisories

Terms of Service: Permanent

APPLICATION PROCEDURE

Persons interested in filling the above position MUST submit applications on a designated "Application for Employment Form" (available on <https://www.marsabitassembly.go.ke/vacancies/>) accompanied by **signed** copy of Curriculum Vitae, certified copies of relevant Academic and Professional Certificates, Copy of National Identity Card or Passport and other relevant testimonials. The duly filled application form and testimonials should be in a sealed envelope marked with vacancy number and posted to or hand delivered to the Clerk's Office during official working hours on or before **08th July, 2022** at 05:00 p.m. and addressed as follows:

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The Clerk/Secretary
County Assembly Service Board
P.O. Box 29 – 60500
Marsabit

NB: The County Assembly of Marsabit is an equal opportunity employer. Any canvassing will lead to automatic disqualification. No fee is charged for application and there is no agent engaged for this recruitment. Only shortlisted candidates will be contacted.

Chare Mato
Clerk – County Assembly, Marsabit

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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 **08th July, 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.

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**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;

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- 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.

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- 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;

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- (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.

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

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. supervise Chief Internal Auditor and other junior Internal Auditors;
- ii. setting and agreeing on training needs and 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;
- vii. be responsible for supervision of staff working under him/her including their discipline;
- 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; and
- ix. Ensuring maintenance of high audit standards of performance in the department.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief 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,

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- Statistics or its equivalent qualification from a recognized institution;
- iii. Membership to a recognized professional body and of good standing;
 - iv. Certified Public Accountants (CPA)K; OR
 - v. Passed at least Part three of Certified Internal Auditors Examination;
 - vi. Certificate in computer application skills; and
 - vii. Shown merit and ability as reflected in work performance and results.

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

a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Assist in the preparation and also reviewing of job description templates;
- ii. Administer salary and manage the payroll;
- iii. DPSM liaison to request personal numbers for new employees;
- iv. Filing of third party returns within the stipulated timelines;
- v. supervision for the manual payroll preparation if any;
- vi. Assist in interpretation and ensure compliance with human resource legislations, rules, regulations, conventions, policies, procedures and industry practices;
- vii. Manage human resource records by ensuring proper filing and monitoring file movements;
- viii. Managing the staff appraisal logistics;
- ix. Administering of HR forms to newly recruited staff i.e. Bio data, Insurance, declaration of Asset and Liability forms, oath of secrecy forms etc;
- x. Collating daily attendance and leave records and summarizing it for decisions;
- xi. Acting as secretary to the departmental meetings thus the

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- custodian of the departmental meeting minutes; and
- xii. Assist in conducting annual training needs analysis.

a) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Human Resource Management Officer 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. Certification in Human Resource Management- at least CHRP(II);
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Be a member of the Institute of Human Resource Management and of good professional standing;
- vii. Proficiency in computer application; and
- viii. Demonstrated managerial, administrative and professional competence in work performance and results.