



MURANG'A COUNTY ASSEMBLY
COUNTY ASSEMBLY SERVICE BOARD

VACANCIES

The Murang'a County Assembly Service Board invites application from suitably qualified Kenyan citizens to fill the following vacant positions on permanent terms:

1. FISCAL ANALYST - ONE POSITION

(a) Duties and Responsibilities

- Preparing, analyzing and delivering budgetary information to members and relevant House Committees;
- Designing and carrying out relevant Budget research on specific area of interest;
- Guiding the process of assessment of the strengths and weaknesses of County Government Policy Options relating to resource Mobilization, Allocation and Utilization.

Key Result Areas

- (i) **RESEARCH:** Search for fresh / auxiliary information / facts by consulting appropriate sources like documents or persons.
- (ii) **DISSEMINATION:** Preparation of budgetary information reports, and / or informing stakeholders through meetings, workshops and other appropriate forums.
- (iii) **BUDGET ANALYSIS AND APPROPRIATION:** Preparation of a comprehensive analysis of county Budget and appropriation proposals.

Standards of Performance

The fiscal Analyst will ensure that the following systems and facilities are developed and installed:--

1. **Data Bank:** Research material gathered in assignments must be maintained for addressing routine / replicated questions and issues;
2. **Benchmarking:** Before any research is embarked on, sufficient cross-checking must be done to ensure that it doesn't involve "re-inventing the wheel"
3. **Deadlines:** Budgetary reports must have programmed delivery deadlines – clearly documented and adhered to.

(b) Requirements for Appointment

- (i) A Master's degree in Economics/Statistics/Mathematics from a recognized University;
- (ii) A Bachelors degree in Economics/Statistics/Mathematics or its equivalent from a recognized University;
- (iii) Ten (10) years experience in Senior Management in the public service
- (iv) Thorough knowledge of National budget process and fiscal policy analysis
- (v) Be a team builder with excellent supervisory skills and good performance track record

(vi) Possess a strategic leadership/transformational course certificate from a recognized institution

(c) Salary Scale Job Group P

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	77,527	40,000	12,000	129,527
Maximum Pay	103,893	40,000	12,000	155,893

2. INTERNAL AUDITOR - ONE POSITION

(a) Duties and Responsibilities

- (i) Continuous review of systems, established by management for purposes of achieving its set objectives, as a basis of providing an assurance on proper risk management,
- (ii) Compliance with operational policies, laws, regulations and programmes.
- (iii) Co-ordination, control of the operations of internal audit department.
- (iv) Ensuring the maintenance of high audit standards in the department.
- (v) Monitoring and constantly reviews audit programmes for all the sections in the department.

(b) Key Result Areas

- (i) RECONCILIATION : Tallying of expenditure with budget allocations; ensuring compliance with organizational procedures and regulations; and physical tallying of assets with records
- (ii) EVALUATION : Assessment of effectiveness of existing safeguards (standards); review of such safeguards; and preparation of reports on such assessments and reviews

Standards of Performance

The Internal Auditor will ensure that the following systems and facilities are developed and installed:--

Vetting: All reconciliations done by auditors must be examined and approved by the Audit Committee

Audit Manuals : Internal Standards on Auditing (ISA); International Accounting Standards; International Public Sector Accounting Standards (IPSAS); Internal Audit Charter; Audit Work Plan

(b) Requirements for Appointment

- (i) Bachelor of Commerce Degree – Accounting / Finance option
- (ii) Must be a CPA(K)/ACCA or CIA Holder
- (iii) Be registered with the ICPAK or Association of Certified Fraud Examiners (CFE) or the Institute of Internal Auditors
- (iv) A minimum of Five (5) years post qualification experience
- (v) Has undergone a six (6) week Strategic/ Transformational Leadership course from a recognized institution
- (vi) Has demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervision both financial and management audits as well as running a unit efficiently.

(b) Salary Scale Job Group N

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	48,190	24,000	8,000	80,190
Maximum Pay	65,290	24,000	8,000	97,290

3. CHIEF SERGEANT-AT-ARMS - ONE POSITION

(a) Duties and responsibilities

The Chief Sergeant At Arms will be responsible to the Clerk of the Assembly for the smooth management of assigned County Assembly Buildings

Key Result Areas

KRA 1: Chamber Service

1. Enforcement of Speaker's rules
2. Supervising and coordinating security activities of the Buildings.
3. Performing chamber duties

KRA 2: Visitors

4. Controlling admission of visitors.

KRA 3: General Operations

5. Maintenance of strict security measures in and around the Buildings.
6. Controlling of authorized parking
7. Ensuring proper housekeeping and gardening standards
8. Ensuring fire prevention and safety measures are put in place.
9. Submission of periodical reports.
10. Serving summons to witnesses.

KRA 4 Members/ Staff

Provision of security

KRA 5 Fire and Disaster Management

Preparation and implementation of fire and disaster management plan.

(b) Requirements for Appointment

- (i) Served satisfactorily in the disciplined services for a period not less than five (5) years with exemplary service and attained the rank of a Captain or Superintendent.
- (ii) Bachelor's degree in Security Management/Investigations and Forensic studies from a recognized Institution
- (iii) Be computer literate; and
- (iv) Be in possession of an exemplarily service certificate.
- (v) Strategic / Transformative leadership course lasting at least four weeks
- (vi) Overall Experience in disciplined services for not less than ten (10) years.

(c) Salary Scale Job Group N

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	48,190	24,000	8,000	80,190
Maximum Pay	65,290	24,000	8,000	97,290

4: SERGEANT AT ARMS - THREE POSITIONS

(a) Duties and Responsibilities:-

- Maintaining custody of the mace;
- Ensuring protective security for all personnel and property;
- Performing chamber and ceremonial duties;
- Providing interdepartmental and chamber support services;
- Enforcing and implementing Speaker's orders and other directives;
- Allocation of office accommodation and conference rooms;
- Ensuring fire prevention and safety of the facilities;
- Ensuring compliance with occupational health requirements/standards;
- Accessing control management;
- Crowd management;
- Ensuring desirable housekeeping standards;
- Maintaining decorum within precincts of County Assembly;
- Advising the Speaker and the Clerk on matters pertaining to security;
- Identifying security threats and provide counter intelligence measures;
- Disaster preparedness and mitigation;
- Investigating incidents;
- Coordinating County Assembly police;
- Dissemination of relevant information to members through notice boards;
- Carrying out periodical security surveys;
- Conducting institutional risk assessment;
- Preserving County Assembly heritage and etiquette;
- Formulating a prudent budget plan for the department;
- Serving summons.

(b) Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent qualifications;
- (ii) A recognized Para-Military/ Military Training Certificate;
- (iii) Certificate of Good Conduct from the Kenya Police;
- (iv) First Aid/Firefighting Certificate;
- (v) Diploma in Security Management/ Investigations and Forensic studies from a recognized Institution;

(c) Salary Scale Job Group K

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	31,910	10,000	5,000	46,020
Maximum Pay	41,590	10,000	5,000	56,590

5: SECRETARY III – TWO POSITIONS

(a) Duties and Responsibilities

The Secretarial function entails providing secretarial services in a given office in the County Assembly. This entails attending to enquiries; receiving and attending to clients; handling correspondence, office documents and equipment; recording dictation in shorthand; typewriting, processing data; maintaining office diary, protocols and travel itineraries, ensuring proper office layout; operating office equipment and machines; management of e-office; and ensuring security of office records, documents and equipment.

Key Result Areas

DOCUMENTS: Transcription; handling of documents – Memos, Invoices, Quotations, Reports, Contracts, Cheques.

OFFICE DIARY : Appointments, Reminders, Messages, Cyclic Events – weekly, fortnight, monthly, quarterly, annual, biannual, biennial, etc

CUSTOMER CARE: Handling of Clients – both internal and external; Activities – enquiries, information, guidelines, referrals

FACILITIES: Office Machines and Equipment, Stationery, Refreshments

(b) Requirements for Appointment

- (i) Kenya Certificate of Secondary Education, (KCSE) mean Grade C- (Minus) with at least C (Plain) in English language.
- (ii) Final Stage Certification by the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution
- (iii) Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualifications from a recognized institution.
- (iv) Three (3) years work experience either in a Public or Private Institution
- (v) Must be computer literate

(b) Salary Scale Job Group K –

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	31,910	10,000	5,000	46,020
Maximum Pay	41,590	10,000	5,000	56,590

6: RECORDS OFFICER I - ONE POSITION

Responsible for the provision of a first class comprehensive, quality, timely and cost effective Records and Library management services to satisfy the current and future needs of the County Assembly and its people.

(a) Duties and Responsibilities

1. Effective organization and administration of records management services in accordance with existing human resource policies, rules and regulations in the County Assembly with a view of ensuring that the records are easily accessible and up to date at all times.
2. Incharge of the Management and administration of Library Services; that will entail;
 - Direction, control and co-ordination of library staff,
 - Implementation of library work programmes;
 - Selection and acquisition of books and library materials;
 - Formulation and implementation of library policies;

- Estimating and vote control and preparation of Annual Reports.

Key Result Areas (Records Management)

KRA 1: Information:

1. Incoming and outgoing communication – Letters, Invoices, Memos, Quotations, Contracts, Cheques, etc.

KRA 2: Records Management

1. Updating files and data banks – complement control (staff establishment), staff attendance register, leave days etc.
2. Manage the filing system of both personnel and subject files including Committees
3. Indexing and retrieval of files.
4. Safe custody of invoices, receipts and other records
5. Preparation and maintenance of records and ensuring proper maintenance of filing system.
6. Verifying compiled statistical records for accuracy
7. Processing of human resource statistics
8. Maintenance of stores, records and equipment inventory
9. Supervise and provide guidance to junior clerks

KRA 3: Processing:

Preparation of facilitation documents – for aspects like Pay Change, Promotion, Appointments, Leave Management

(ii) Key Result Areas (Library Management)

KRA 1: Acquisition:

1. Sourcing of reading materials

KRA 2: Cataloguing:

1. Indexing of reading material

KRA 3: Retrieval:

1. Use of the indexing system to access reading materials, and to shelve them appropriately

KRA 4: Lending:

1. The process of giving out and receiving back reading materials

KRA 5: Binding and Maintenance:

1. Strengthening reading materials by holding their pages together, and repairing them as necessary

Standards of Performance

Ensure the following systems / facilities are developed and installed:--

1. **Documents Register:** For recording movement of documents

2. **Examination Section** : For detection and correction of errors in the processing of documents
3. **Library Committee**: For guiding and controlling the main library activities – acquisition of new reading materials and equipment
4. **Standardization** : The cataloguing system should be standard / international for universal references and application
5. **Retention**: To minimize losses, reading materials should not be checked out of the library.

(b) Requirements for Appointment

- (i) Possess five (5) years relevant working experience in the public or private sector;
- (ii) Bachelor’s degree in Library Studies/ Information Sciences;
- (iii) Higher Diploma in Records Management / Information Sciences
- (iv) Attended a Leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer application.

(c) Salary Scale Job Group M

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	41,590	20,000	8,000	69,590
Maximum Pay	55,840	20,000	8,000	83,840

7: HR & ADMINISTRATION OFFICER I - ONE POSITION

Responsible for the provision of a first class comprehensive, quality, timely and cost effective human resources and administrative services to satisfy the current and future needs of the County Assembly and its people.

(a) Duties and Responsibilities

The Human Resource Management function entails effective organization and administration of Human Resource Management Services in accordance with existing human resource policies, rules and regulations in the County Assembly with a view of ensuring that County Assembly employees are properly facilitated for effective performance and productivity.

This entails:

1. Human resource planning;
2. Recruitments and placement;
3. Training and development;
4. Communication and discipline;
5. Remuneration
6. Staff welfare.

Key Result Areas

(a) HUMAN RESOURCES

KRA 1: Human Resource Planning

1. Human Resource planning and forecasting

2. Job analysis and evaluation
3. Succession planning and management

KRA 2: HR Policy

1. Ensure proper application and interpretation of Human Resource Management policies, regulations, procedures and systems
2. HR Rules, Regulations and Policy; Terms and Conditions of Service;

KRA 2: Compensation and Benefits Management

1. Pay and Benefits, Incentives, Allowances, Job Evaluation.

KRA 3: Performance Management:

1. Job Description, Performance Appraisal, Training, Awards, Discipline

KRA 4: Employee Relations and Welfare:

1. Labour Laws, Medicare, Housing, Transport, Safety, Security

KRA 5: Staff Training and Development

1. Training Needs Analysis
2. Organize and coordinate trainings and workshops
3. Training evaluations

(b) Administration

KRA 1: General Office Management

- (i) Ensure the cleanliness of the offices and excellent servicing and maintenance of office equipment
- (ii) Allocate offices to staff
- (iii) Responsible for all office and compound cleansing of the Assembly in terms of rooms/offices, equipment, uniforms.

KRA 2: Transport Management

- (i) Ensure that drivers are allocated specific work and the vehicles as well and timely cleaned, serviced and maintained

KRA 3: Parking Allocation

- (i) In liaison with Chief Sergeant-at-arms designate parking lots for MCAs

KRA 4: Maintain Assets Register

- (i) Ensure that all County Assembly Assets are accounted for from issuance to disposal

KRA 5: Supervision

- (i) In charge of Drivers, Office Assistants, Receptionists and Gardeners and Maintenance Officers

KRA 6: Catering Services

- (i) Ensure that staff and visitors to the Assembly are made comfortable and provided with necessary refreshments and food (where necessary).

KRA 7: Records Keeping

- (i) Ensuring that all registers and documentations for administration section are kept in safe custody and updated.

KRA 8: Requisition Keeping

- (i) Ensuring that Officers in administration have adequate and sufficient working tools, protective clothing.

(b) Requirements for Appointment

- (i) Possess five (5) years relevant working experience in Human Resource Management and Administration at middle level management in the public sector
- (ii) Bachelor’s degree in Social Sciences
- (iii) Higher Diploma in Human Resource Management
- (iv) Attended a Leadership course lasting not less than four (4) weeks from a recognized institution; and
- (v) A Registered Member of the Institute of Human Resource Management.

(c) Salary Scale Job Group M

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	41,590	20,000	8,000	69,590
Maximum Pay	55,840	20,000	8,000	83,840

8: HANSARD REPORTER III - ONE POSITION

Responsible for the provision of a first class comprehensive, quality, timely and cost effective Hansarding services to satisfy the current and future needs of the County Assembly and its people.

(a) Duties and Responsibilities

The Officer will work under the Hansard Editor in the production of the Hansard (official Record of the County Assembly).

Key Result Areas.

KRA 1: Reporting

1. Ensuring timely and accurate transcription
2. Undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/functions within or outside County Assembly
3. Handling queries relating to Hansard reporting

KRA 2: Editing

4. Preparing transcripts for editing.
5. Sorting, checking transcripts from junior officers and amending as necessary
6. Assist in preliminary editorial work with emphasis on grammar, syntax, style and consistency

KRA3: Documentation

7. Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

(b) Requirements for Appointment

- (i) A Bachelor of Arts in Mass Communication/ BA in Linguistics (English and Kiswahili) from recognized university.
- (ii) Diploma in Journalism/Mass Communication/Linguistics majoring in English and Kiswahili from a recognized university/institution.
- (iii) Be computer literate especially in Word Processing
- (iv) Kenya Certificate of Secondary Education Examination Mean Grade C+ with C+ in both English and Kiswahili or its equivalent qualification.
- (v) Be in possession of Typing II (30 w.p.m.) and Audio Typing I and II.

(c) Salary Scale Job Group K – Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	31,910	10,000	46,020
Maximum Pay	41,590	10,000	56,590

9: HANSARD RECORDER/AUDIOTECHNICIAN - ONE POSITION

(a) Duties and Responsibilities

The duties and responsibilities at this level entail day to day care and operation of the Digital Recording System, and ensuring general safety of the machines.

Key Result Areas.

KRA 1. Maintaining the cleanliness of the recoding machines and equipment and Testing of the Machines.

KRA 2.Charging the digital recorders

KRA.3. Operating Public Address system in chamber

(b) Requirements for Appointment

- (i) Have a Diploma in Digital recording / Electronics or equivalent from a recognized institution.
- (ii) Must be computer literate.
- (iii) Good understanding of County Assembly plenary and committee operations

(b) Salary Scale Job Group K

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	31,910	10,000	5,000	46,020
Maximum Pay	41,590	10,000	5,000	56,590

10. ASSISTANT HANSARD EDITOR - ONE POSITION

(a) Duties and Responsibilities

Assistant Hansard Editor will be responsible for giving professional guidance to staff under him/her. The officer will also perform other duties which may encompass final editing and compiling of whole meeting reports; coordinating various Hansard production functions, including liaising with printers in matters of time deadlines and textual style, and assisting in implementing programmes relating to research, translation, and compiling of indexes.

Key Result Areas

KRA I: REPORTING:

Recording, translation, and transcribing

KRA 2: EDITING:

Checking transcripts to correct errors, by amending, deleting or adding information

KRA 3: DOCUMENTATION:

Organizing information for orderly storage and retrieval by sorting, classification, and indexing.

KRA 4: RESEARCH:

Search for fresh information / facts by consulting appropriate sources like documents or persons.

(b) Requirement for Appointment

- (i) Work experience as a Hansard Reporter for seven (7) years in a reputable institution.
- (ii) Masters and Bachelor of Arts Degrees in Linguistics or social sciences, majoring in English and Kiswahili.
- (iii) Diploma in Mass Communication
- (iv) KCSE C+ or its equivalent with a C+ in English and Kiswahili.
- (v) Demonstrated good knowledge of legislative procedures and the conduct of County Assembly committee business.
- (vi) Proven ability in managerial and organizational skills.

OR

- (i) Served satisfactorily in the grade of Hansard Reporter I for a minimum period of three (3) years.
- (ii) Possess a four week senior management course certificate from a recognized institution.
- (iii) Demonstrated good knowledge of legislative procedures and the conduct of County Assembly committee business.
- (iv) Proven ability in managerial and organizational skills.

(c) Salary Scale Job Group N-

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	48,190	24,000	8,000	80,190
Maximum Pay	65,290	24,000	8,000	97,290

11. CLERK ASSISTANT III - (FOUR POSITIONS)

(a) Duties and Responsibilities:

An officer at this level will be closely supervised and guided by the immediate Senior Clerk. The officer will be assigned duties to within the Departments of Legislative and Committee Services while undergoing training in such areas as County Assembly procedure, practices and etiquette and committee administration and management and any other relevant course.

Key Result Areas

KRA 1 : Procedure

1. County Assembly procedure, practice, conventions, tradition and etiquette

KRA 2 : Research

2. Search for fresh information / facts by consulting appropriate sources like documents or persons

KRA 3 : Committees

3. Offering administrative services to various types of County Assembly committees, including the CASB

KRA 4 : Conferences

4. Activities pertaining to seminars and conferences for members of County Assembly and staff.

(b) Requirements for Appointment

- (i) A Bachelor's Degree/CPSK in a relevant discipline from a recognized university
- (ii) Be computer literate.
- (iii) Two (2) years work experience in the National Parliament

(c) Salary Scale Job Group K

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	31,910	10,000	5,000	46,020
Maximum Pay	41,590	10,000	5,000	56,590

12. CLERICAL OFFICER III - ONE POSITION

Responsible for the provision of a first class comprehensive, quality, timely and cost effective administrative services to satisfy the current and future needs of the County Assembly and its people.

(a) Duties and Responsibilities

1. Maintenance of staff establishment;
2. Preparation of indents;
3. Implementation of the Board decisions,
4. Processing of payments in respect of personal emoluments;
5. Computation of leave;
6. Preparation of Pay Change Advices (PCAs);

7. Processing of appointments; promotions, pension claims, discipline and any other issue pertaining to human resource management;
8. Carrying out specialized tasks related to accounting transactions;
9. Sorting out and dispatching letters;
10. Maintaining an efficient filing system;
11. Keeping invoices and other records;
12. Drafting letters.

KRA 1: INFORMATION:

1. Incoming and outgoing communication – Letters, Invoices, Memos, Quotations, Contracts, Cheques, etc.

KRA 2: PROCESSING:

1. Preparation of facilitation documents – for aspects like Pay Change, Promotion, Appointments, Leave, Quotations and Payments

KRA 3: RECORDS:

1. Updating files and data banks – complement control (staff establishment), payroll, website, debtors list, suppliers list, ledger accounts, attendance list, etc.

(b)Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent.
- (ii) Passes the Proficiency Examination for Clerical Officers administered by the Public Service Commission(Kenya)
- (iii)Computer application skills.
- (iv)Diploma in any of the following disciplines: Human Resource Management, Business Administration, Public Relations, Front Office and Customer Care, Sales and marketing, Kenya Accounts Technician Certificate (KATC), Information Communication Technology (ICT), or any other approved equivalent qualification from a recognized institution.

(d) Salary Scale Job Group K

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	31,910	10,000	5,000	46,020
Maximum Pay	41,590	10,000	5,000	56,590

13. PROCUREMENT OFFICER III -ONE POSITION

(a)Duties and Responsibilities

This job entails inventory control, procurement, custody, physical distribution, utilization, verification, write-off and disposal of stores; custody of government movable property; prevention and detection of losses and guarding against wastage and misuse through procurement and disposal of boarded stores according to laid down procedures and regulations.

Key Result Areas

KRA 1 : Purchasing

1. Procurement of stores supplies

KRA 2 : Disposal

1. Advising on rationing of stores where demand exceeds supply
2. Recommending disposal of unserviceable stores.

(b) Requirements for Appointment

- (i) Served as a Storeman for at least 3 years and shown merit in work performance.
- (ii) A diploma in Supply Chain Management from a recognized institution.
- (iii) Registered member of Kenya Institute of supplies management.

OR

- (i) A Bachelors Degree in Procurement /Supply Chain Management from a recognized university.
- (ii) Membership to Kenya Institute and Supplies Management.

(c) Salary Scale Job Group K – Basic Salary	House Allowance	Other Allowances	Total	
Minimum Pay	31,910	10,000	5,000	46,020
Maximum Pay	41,590	10,000	5,000	56,590

14. LEGAL COUNSEL I - ONE POSITION

(a) Duties and Responsibilities

A Legal Counsel I (Drafting Services) shall be responsible to Senior Legal Counsel.

DRAFTING

Key Result Areas

KRA 1: Drafting

- (i) Drafting of Private Members' Bills
- (ii) Drafting of amendments to Bills to be proposed to the House by any Member of County assembly or any Committee of County Assembly
- (iii) Training of Legal Counsel II (Drafting Services)
- (iv) Supervision of Legal Counsel II (Drafting Services)

KRA 2 : Counsel

- (i) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly
- (ii) Providing legal advice to the, County Assembly and its Committees.
- (iii) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk.

KRA 3: Research

- (i) Ensuring that Bills passed by County Assembly comply with the Constitution

LITIGATION Key

Result Areas KRA

1: Litigation

- (i) Liaising with the Office of the Attorney General on litigation matters involving County assembly
- (ii) Legal representation of County Assembly and the CASB in court proceedings
- (iii) Supervision of Legal Counsel II (Litigation)
- (iv) Training of Legal Counsel II (Litigation)

KRA 2: Counsel

- (i) Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters
- (ii) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk

KRA 3: Research

- (i) Undertaking legal research on matters before the Department

(b) Requirements for Appointment

- (i) Served in the grade of Legal Counsel II (Drafting Services)/(Litigation) or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor of Laws degree;
- (iii) have been admitted as an Advocate of the High Court of Kenya;
- (iv) Be in possession of a current practicing certificate; and have proficiency in the use of basic computer applications.

OR

- (i) Have a Bachelor of Laws degree;
- (ii) Have been admitted as an Advocate of the High Court of Kenya;
- (iii) Be in possession of a current practicing certificate; and Have proficiency in the use of basic computer applications.
- (iv). Work experience in legal practice for five (5) years.

(d) Salary Scale Job Group M

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	41,590	20,000	8,000	69,590
Maximum Pay	55,840	20,000	8,000	83,840

15. RESEARCH OFFICER I - ONE POSITION

(a) Duties and Responsibilities

The County Assembly Research Service's main function entails the provision of non-partisan, professional research assistance and analysis of issues to Presiding officers, Members, Committees and staff of County Assembly.

The Research Service also provide an analysis of the strength and weaknesses of policy options, the annual management reports of County government Ministries/Departments recommendations from various Committees; preparation of County Assembly reports, Briefs, Background and Discussion papers and fact-sheets on various aspects of County Assembly – including Procedures and Operations of County Assembly; Rulings of the Chair, evolution, growth and contemporary aspects of County Assembly.

Key Result Areas

KRA 1 : Analysis

- (i) Provision of non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly
- (ii) Initiating and conducting anticipatory research/analysis on key policy issues

KRA 2 : Inference

- (i) Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options
- (ii) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions

KRA 3 : Recommendation

- (i) Ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
- (ii) Providing back up to County Assembly committees;

Standards of Performance

The Officer will ensure that the following systems and facilities are developed and installed:-

1. **Research Manual** : Standardization handbook for systemizing research, by providing a standard format, instruments and methodology;
2. **Benchmarking**: Before any research is embarked on, sufficient cross-checking should be done to avoid repetition of the same thing

(b) Requirements for Appointment

- (i) Have served for at least three (3) years in the grade of Research Officer II;
- (ii) A Bachelor's degree in social sciences from a recognized university; and

- (iii) A thorough demonstrable knowledge and understanding of concepts and techniques of professional research, with particular emphasis on public policy analysis, and ability to write in a clear, concise and understandable manner.

OR

- (i) A Bachelor's degree in social sciences from a recognized university; and
- (ii) A thorough demonstrable knowledge and understanding of concepts and techniques of professional research, with particular emphasis on public policy analysis, and ability to write in a clear, concise and understandable manner.
- (iii) Work experience in research field for five (5) years.

(d) Salary Scale Job Group M

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	41,590	20,000	8,000	69,590
Maximum Pay	55,840	20,000	8,000	83,840

16. RESEARCH OFFICER II - ONE POSITION

(a) Duties and Responsibilities

The duties and responsibilities of an officer in this position include:-

Key Result Areas

KRA 1 : Analysis

- (i) Provision of non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly
- (ii) Assessing the strengths and weaknesses of policy options

KRA 2 : Inference

- (i) Providing expert interpretation, explanation and analysis
- (ii) Maintain a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions

KRA 3 : Recommendation

- (i) Providing back up to parliamentary committees

(b) Requirements for Appointment

- (i) Have served for at least three (3) years in the grade of Research Officer III;
- (ii) A Bachelor's degree in social sciences from a recognized university; and
- (iii) A thorough demonstrable knowledge and understanding of concepts and techniques of professional research, with particular emphasis on public policy analysis, and ability to write in a clear, concise and understandable manner.

OR

- (i) A Bachelor's degree in social sciences from a recognized university; and
- (ii) A thorough demonstrable knowledge and understanding of concepts and techniques of professional research, with particular emphasis on public policy analysis, and ability to write in a clear, concise and understandable manner.
- (iii) Work experience in research field for five (5) years.

(b) Salary Scale Job Group L

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	35,910	20,000	6,000	61,910
Maximum Pay	45,880	20,000	6,000	81,880

16. OFFICE RECEPTIONIST - ONE POSITION

(a) Duties and Responsibilities

The function entails receiving and directing visitors as necessary.

Key Result Areas

- (i) **CUSTOMER CARE:** Receiving and directing visitors as necessary
- (ii) **RECORDS:** Maintenance of visiting records
- (iii) **GUIDANCE:** Directing visitors to various offices in the Assembly.

Standards of Performance

VISITORS REGISTER: For recording visiting details

(b) Requirements for Appointment.

The candidate must have:

- (i) KCSE grade D+ or its equivalent
- (ii) Certificate in Customer care/Customer Relations/Public relations/Telephone operations

OR

- (i) Must have served in the grade of Office Assistant for at least two (2) years or its equivalent; /or KCSE grade D
- (ii) Certificate in Customer care/Customer Relations/ Public relations/Telephone operations
- (iii) Shown merit and abilities

(c) Salary Scale Job Group H

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	11,370	3,500	3,000	17,870
Maximum Pay	13,140	10,000	5,000	56,590

APPLICATION CRITERIA

1. Persons interested in filling the above positions should submit their applications, accompanied by detailed Curriculum Vitae indicating their telephone contacts; copies of relevant Academic and Professional Certificates , National Identity Card or Passport, and other relevant supporting documents;
2. In addition, all applicants should submit certificate of clearance from the Ethics and Anti-corruption Commission, Higher Education Loans Board, Criminal Investigations Department and the Kenya Revenue Authority as part of compliance with Chapter Six of the Constitution of Kenya;
3. Candidates with Foreign Degrees MUST obtain accreditation from the Commission of Higher Education of Kenya;
4. All applications should be delivered in sealed envelope and clearly indicate the position applied for in the reference line and be addressed to:

**The Secretary,
County Assembly Service Board,
Murang'a County Assembly,
P O Box 731-10200
MURANG'A**

OR

Is hand delivered to the office of the Clerk of County Assembly located at the premises of Murang'a County Assembly opposite Ihura Stadium so as to reach him not later than Friday, 10th July 2015 before 12.00 Noon.

Only shortlisted candidates will be contacted through their day time mobile numbers.