



# MURANG'A COUNTY ASSEMBLY

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## VACANCIES

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

### **RECORDS MANAGEMENT OFFICER III - ONE POSITION**

#### **(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.**

- Updating files and data banks – complement control (staff establishment), staff attendance register, leave days etc.
- Manage the filing system of both personnel and subject files including Committees
- Indexing and retrieval of files.
- Safe custody of invoices, receipts and other records
- Preparation and maintenance of records and ensuring proper maintenance of filing system.
- Management of Incoming and outgoing communication – Letters, Invoices, Memos, Quotations, Contracts, Cheques, etc.
- Verifying compiled statistical records for accuracy
- Processing of human resource statistics
- Maintenance of stores, records and equipment inventory

**2. Management and administration of Library Services; that will entail;**

- Implementation of library work programmes;
- Selection and acquisition of books and library materials;
- Indexing of reading material
- Use of the indexing system to access reading materials, and to shelve them appropriately
- Strengthening reading materials by holding their pages together, and repairing them as necessary

#### **(b) Requirements for Appointment**

- (i) Possess one (1) year relevant working experience in the public or private sector;
- (ii) Bachelor's degree in Library Studies/ Information Sciences;
- (iii) Certificate in Computer application

**OR**

- (i) Possess one (1) year relevant working experience in the public or private sector;
- (ii) Higher Diploma in Records Management / Information Sciences
- (iii) Certificate in Computer application.

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

**PROCUREMENT OFFICER I - ONE POSITION**

**(a) Duties and Responsibilities**

- Formulating and implementing strategies and policies for procurement of goods and services;
- Developing long-term and short-term procurement plans in liaison with users and as per the County Assembly’s material requirements;
- Coordinating procurement of quality materials and services to support the County Assembly’s operations;
- Coordinating internal monitoring and evaluation of the procurement function of the County Assembly;
- Preparing tender and prequalification documents for expression of interest for the County Assembly;
- Ensuring goods and services procured by the County Assembly meet tender specifications;
- Identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
- Developing detailed Service Level Agreements for third party providers outlining key performance areas critical to the County Assembly;
- Monitoring third party providers’ performance to assess ability to meet quality and delivery requirements;
- Convening and providing secretarial services to the Tender Committee;
- Ensuring maintenance of updated suppliers list;
- Ensuring that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels;
- Providing advisory services in the procurement matters to the County Assembly including preparation of consolidated procurement and disposal plan.

**(b) Requirements for Appointment**

- (i) Bachelor’s degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
- (ii) Proficiency in computer application skills.
- (iii) Certificate in Management Course from a recognized Institution;
- (iv) Demonstrated merit and ability in work performance;
- (v) Minimum of three (3) years’ work experience as a Procurement Officer in a Government Institution.

(c) Salary Scale Job Group M – Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	41,590	20,000	69,590
Maximum Pay	55,840	20,000	83,840

## **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 **Monday 11<sup>th</sup> July 2016 before 12.00 Noon.**

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