



MURANG'A COUNTY ASSEMBLY

VACANCIES

The Murang'a County Assembly Service Board invites applications from suitably qualified Kenyans to fill the following vacant positions in the Ward Offices for a Five Year contract terms:

1. WARD OFFICE MANAGER

(a) Duties and Responsibilities

- (i) Providing administrative support to the member of the County Assembly.
- (ii) The general management of the ward office.
- (iii) Maintenance of a member's diary at the ward office and recording of all major ward events that require the Member's attention.
- (iv) Providing quarterly reports to the Clerk on the activities of the ward office.
- (v) Liaison/ Contact person between the Assembly and the members of the public.
- (vi) Any other duties that may be assigned by the office of the Clerk from time to time.

(b) Requirements for Appointment

- (i) The Ward Office Manager shall possess the following qualifications;
- (ii) post-secondary school with preference of a certificate in Accounting and Office Management / Administration or its equivalent;
- (iii) demonstrate a clear understanding of Government procedures and local problems;
- (iv) must be computer literate; and
- (v) Fulfill moral, ethical and other legal requirements expected of a public officer.

2. SECRETARY

(a) Duties and Responsibilities

- (i) Providing administrative support to the member of the County Assembly.
- (ii) Management of office records
- (iii) Typing of official correspondences
- (iv) The general management of the ward office in the absence of the Ward Manager
- (v) Any other duties that may be assigned by the office of the Clerk from time to time.

(b) Requirements for Appointment

The Secretary shall possess the following qualifications-

- (i) post-secondary school training preferably a certificate in Secretarial and Office Management / Administration or its equivalent;
- (ii) demonstrate a clear understanding of Government procedures and local problems;
- (iii) must be computer literate; and
- (iv) Fulfill moral, ethical and other legal requirements expected of a public officer.

3. OFFICE ASSISTANT

(a) Duties and Responsibilities

- (i) Providing administrative support to the member of the County Assembly.
- (ii) Management of office cleanliness
- (iii) Running official errands on behalf of the Member of the County Assembly
- (iv) Any other duties that may be assigned by the office of the Clerk from time to time.

(b) Requirements for Appointment

The Ward Office Assistant shall possess the following qualifications-

- (i) Post-secondary school training preferably a certificate in Secretarial and Office Management / Administration or its equivalent;
- (ii) demonstrate a clear understanding of Government procedures and local problems;
- (iii) must be computer literate; and
- (iv) Fulfill moral, ethical and other legal requirements expected of a public officer.

4. WATCHMAN

(a) Duties and Responsibilities

- (i) Providing security support to the office of the Member of the County Assembly.
- (ii) Management of office cleanliness
- (iii) Any other duties that may be assigned by the office of the Clerk from time to time.

(b) Requirements for Appointment

The Ward Office Watchman shall possess the following qualifications-

- (i) Post-primary school training preferably a certificate security operations or its equivalent;
- (ii) Fulfill moral, ethical and other legal requirements expected of a public officer.

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 4th October 2017 before 12.00 Noon.

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