



MURANG'A COUNTY ASSEMBLY

COUNTY ASSEMBLY SERVICE BOARD

VACANCY

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

(1) CLERK TO THE COUNTY ASSEMBLY - ONE POSITION

The Clerk of the Assembly is the Administrative Head of the County Assembly, the Principal Advisor on all County Assembly procedures, practices, convention and traditions to the Speaker of the County Assembly, other Presiding Officers and Honorable Members.

Duties and Responsibilities

- 1) Ensuring staff compliance with Public Service values, principles and ethics;
- 2) Preparing annual performance report of the Assembly;
- 3) Offering advice on all legislative procedures, practices, conventions and traditions to the Speaker of the County Assembly and other Presiding Officers and to all honorable Members;
- 4) Marshaling all legislative measures passed by the County Assembly;
- 5) Coordinates external relations including international relations, inter-County Assembly relations, conferences and protocol;
- 6) Enhancing public understanding and knowledge of the work of the County Assembly and increasing public accessibility;
- 7) Implementing the resolutions of the County Assembly Service Board to ensure the Members and Staff are properly facilitated to discharge their mandates at the County Assembly;
- 8) Drafting legislative proposals for processing in the Assembly.

Requirements for Appointment

- 1) The Candidate must meet the following minimum requirements;
- 2) Is a citizen of Kenya;
- 3) Holds a Degree from a university recognized in Kenya;
- 4) Has a minimum of 5 years relevant professional experience;
- 5) Holds a Certificate in Leadership from a recognized institution;
- 6) Proficiency in computer application skills;
- 7) A Member of a Professional Body and in good standing;
- 8) Meets the requirements of leadership and integrity set out in Chapter Six of the Constitution; and;
- 9) Has obtained the approval of the County Assembly upon a recommendation of the County Assembly Service Board;
- 10) A Masters Degree in Law and any Social Sciences will be an added advantage.

Salary Scale Job Group S (CASB 02)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	132,000	52,000	20,000	204,000
Maximum Pay	195,410	52,000	20,000	267,410

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, Credit Reference Bureau 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 September 20, 2019 by 2pm.**

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