



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 III - ONE POSITION

(a) Duties and Responsibilities

- (i) Preparing, analyzing and delivering budgetary information to members and relevant House Committees;
- (ii) Designing and carrying out relevant Budget research on specific area of interest;
- (iii) Guiding the process of assessment of the strengths and weaknesses of County Government Policy Options relating to resource Mobilization, Allocation and Utilization.
- (iv) Maintaining relevant statistics on public revenue and expenditure figures

(b) Requirements for Appointment

A candidate must have:

- (i) A Bachelors degree in Economics/Statistics/Mathematics from a recognized University;
- (ii) Have a good knowledge of Public Finance
- (iii) Have a general understanding of national budgetary process and public fiscal policies

(c) Salary Scale Job Group K (CASB 07)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	37,070	9,600	5,000	51,670
Maximum Pay	49,950	9,600	5,000	64,550

2. RECORDS OFFICER I - ONE POSITION

(a) Duties and Responsibilities

- (i) 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.
- (ii) Incharge of all information – both incoming and outgoing communication – Letters, Invoices, Memos, Quotations, Contracts, Cheques, etc.

(b) Requirements for Appointment

- (i) Possess three (3) years relevant working experience in the public or private sector;
- (ii) Bachelor's degree in Library Studies/ Information Sciences;
- (iii) Certificate in Computer application.

Or

- (iv) Diploma in Records Management / Information Sciences
- (v) Possess Five (5) years relevant working experience in the public or private sector;
- (vi) Certificate in Computer application

(c) Salary Scale Job Group M (CASB 07)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	47,780	16,500	8,000	72,280
Maximum Pay	63,900	16,500	8,000	88,400

3. SENIOR RESEARCH OFFICER I - ONE POSITION

(a) Duties and Responsibilities

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

(b) Requirements for Appointment

- (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.

(c) Salary Scale Job Group N (CASB 06)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	55,150	18,000	8,000	81,150
Maximum Pay	82,330	18,000	8,000	108,330

4. PRINCIPAL LEGAL COUNSEL - ONE POSITION

(a) Duties and Responsibilities

- (i) Drafting of amendments to Bills to be proposed to the House by any Member of County assembly or any Committee of County Assembly
- (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.
- (i) Ensuring that Bills passed by County Assembly comply with the Constitution
- (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
- (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
- (i) Undertaking legal research on matters before the Department

(b) Requirements for Appointment

- (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 computer applications.
- (iv) Work experience in legal practice for five (5) years.

(c) Salary Scale Job Group Q (CASB 04)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	98,500	21,000	14,000	133,500
Maximum Pay	132,000	21,000	14,000	167,000

5. ADMINISTRATIVE OFFICER III - THREE POSITIONS

(a) Duties and Responsibilities

- Keeping/maintaining records of all County Assembly vehicles, office inventory;
- Preparing reports on motor vehicles as required;
- Overseeing daily and weekly cleaning of offices in the offices including dusting of desks, windows and carpets and compound;
- Supervising collection and disposal of dustbin contents;
- Facilitating the location, movement and monitoring the location of equipment and that they are well arranged and maintained;
- Implementing recommendations of security operations in the County Assembly premises;
- Ensuring office machines are serviceable;
- Implementing administration policies;
- Providing cross-functional liaison for administrative matters;
- Coordinating renewal of insurance policies/visas/Licensing Board Certificates;

- Processing and follow-up of payments of all bills for common services.
- Providing transport and logistics;
- Implementing proposals for rental management;
- Managing County Assembly Assets;
- Daily management of the County Assembly Cafeteria;
- Coordinating repairs and maintenance of office equipment;

(b) Requirements for Appointment

- (i) Bachelor's degree in Social Science or any other equivalent qualification from a recognized institution;
- (ii) Proficiency in computer application skills.

(c) Salary Scale Job Group K (CASB 09)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	37,070	9,600	5,000	51,670
Maximum Pay	49,950	9,600	5,000	64,550

6. CLERICAL OFFICER III - ONE POSITION

(a) Duties and Responsibilities

- (i) Processing of pension documents
- (ii) Safe custody of the invoices, receipts and other records
- (iii) Preparation of estimates of expenditure for general office services
- (iv) Preparation and maintenance of records and ensuring proper maintenance of filing system
- (v) Processing of human resource statistics
- (vi) Assisting in planning office accommodation and layout
- (vii) Assisting in the management of the Ward Offices operations and their personnel
- (viii) Sorting, filing and dispatching letters

(b) Requirements for Appointment

- (j) Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent
- (iii) Proficiency in computer application skills.

OR

- (i) Has passed the Proficiency Examination for Clerical Officers administered by the Public Service Commission (Kenya)

(c) Salary Scale Job Group G (CASB 12)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	21,500	3,850	3,000	28,350
Maximum Pay	28,970	3,850	3,000	35,820

7. CHIEF OFFICE ADMINISTRATOR - ONE POSITION

This is the Personal Secretary to the Speaker of the County Assembly

(a) Duties and Responsibilities

- (i) Management of e-office
- (ii) Management of office protocol, managing petty cash, handling telephone calls and appointments;
- (iii) Ensuring security of office records, documents and equipment including classified materials;
- (iv) Operating office equipment.
- (v) Handling of clients – both internal and external
- (vi) Management of the Speaker's Diary

(b) Requirements for Appointment

- (i) Bachelor's degree in Secretarial Studies or Bachelor in Business and Office Management or equivalent;
 - (ii) Certificate in computer applications
- OR;**
- (i) Served as a Senior Secretary either in the Public Service or Private Sector for a minimum of 3 years;
 - (ii) KNEC Secretarial Certificate – final stage;
 - (iii) Diploma in Secretarial Studies from KNEC or equivalent qualifications
 - (iv) Certificate in computer applications

(c) Salary Scale Job Group N (CASB 06)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	55,150	18,000	8,000	81,150
Maximum Pay	82,330	18,000	8,000	108,330

8. DRIVER - THREE POSITIONS

(a) Duties and Responsibilities

- (i) Driving the Assembly motor vehicles ;
- (ii) Ensuring safety of passengers and goods;
- (iii) Maintenance of work tickets for vehicles assigned;
- (iv) Detecting and reporting malfunctioning of vehicles systems
- (v) Maintenance and cleanliness of the vehicles

(b) Requirements for Appointment

- (i) Minimum academic qualifications – KCSE – D+;
- (ii) A valid BECD driving license free of any current endorsement;
- (iii) Defensive driving certificate from AA of Kenya or its equivalent qualification from a recognized institution;
- (iv) Passed the occupational test I for drivers;

(c) Salary Scale Job Group H (CASB 11)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	24,580	6,750	4,000	35,330
Maximum Pay	32,760	6,750	4,000	43,510

9. LIBRARIAN III - ONE POSITION

(a) Duties and Responsibilities

- (i) Management and administration of Library Services; that will entail;
 - Implementation of library work programmes;
 - Selection and acquisition of books and library materials;
 - Formulation and implementation of library policies;
- (ii) Sourcing of reading materials
- (iii) Cataloguing and indexing of reading material
- (iv) Use of the indexing system to access reading materials, and to shelve them appropriately
- (v) Manage the process of giving out and receiving back reading materials
- (vi) Binding and Maintenance of reading materials - Strengthening reading materials by holding their pages together, and repairing them as necessary

(b) Requirements for Appointment

- (i) Bachelor's degree in Library Studies/ Information Sciences;
- (ii) Possess three (3) years relevant working experience in the public or private sector;
- (iii) Have a Certificate in Computer applications.

OR

- (i) Higher Diploma in Records Management / Information Sciences
- (ii) Possess three (3) years relevant working experience in the public or private sector;
- (iii) Have a Certificate in Computer applications.

(c) Salary Scale Job Group K (CASB 09)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	37,070	9,600	5,000	51,670
Maximum Pay	49,950	9,600	5,000	64,550

10. STORES ASSISTANT I – ONE POSITION

(a) Duties and Responsibilities

- Preparing stores requisitions;
- Updating records/stock cards;
- Checking the stationery issues against requisition made;
- Ensuring goods delivered by suppliers are of the right / required quality and quantity;
- Delivering stores to other departments/sections;
- Preparing payment vouchers for suppliers;
- Distributing quotations requests;

(b) Requirements for Appointment

- A bachelor's degree in Procurement / Supply Chain Management from a recognized institution;
- Proficiency in computer application skills;

(c) Salary Scale Job Group K (CASB 09)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	37,070	9,600	5,000	51,670
Maximum Pay	49,950	9,600	5,000	64,550

11. PUBLIC COMMUNICATIONS ASSISTANT I – ONE POSITION

Duties and Responsibilities

- (i) Coordinate all public relations related activities including publishing of brochures , handbooks, flyers, CDs etc
- (ii) Coordinating of the outreach programs
- (iii) Updating of the County Assembly website in liaison with the IT department
- (iv) Coordinating and receiving all visitors to the County Assembly
- (v) Prepare press releases, react to media stories and proactive media reporting through the available channels

(c) Requirements for Appointment

- A bachelor’s degree in Public Communication/ Mass Communication / Information Science from a recognized institution;
- Must be competent in the use of Information Technology as a working tool

(c) Salary Scale Job Group K (CASB 09)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	37,070	9,600	5,000	51,670
Maximum Pay	49,950	9,600	5,000	64,550

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 September 27, 2019 by 2pm.**

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