



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 Bachelor's 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	38,270	9,600	5,000	52,870
Maximum Pay	51,170	9,600	5,000	65,770

2. ADMINISTRATIVE OFFICER III - FOUR 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 07)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	38,270	9,600	5,000	52,870
Maximum Pay	51,170	9,600	5,000	65,770

3. CLERICAL OFFICER III - THREE POSITIONS

(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 D+ 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	22,270	3,850	4,000	30,120
Maximum Pay	30,020	3,850	4,000	37,870

**4. CHIEF ADMINISTRATIVE ASSISTANT - TWO POSITIONS
(This is a Secretary's position)**

(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 Clerk's Diary

(b) Requirements for Appointment

- (i) Bachelor's degree in Secretarial Studies or Bachelor's degree in social sciences or its 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 M (CASB 06)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	49,000	16,500	8,000	73,500
Maximum Pay	65,120	16,500	8,000	89,620

5. DRIVER - TWO 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	25,470	3,850	4,000	33,320
Maximum Pay	33,950	3,850	4,000	41,800

6. 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

(a) Requirements for Appointment

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

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

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	38,270	9,600	5,000	52,870
Maximum Pay	51,170	9,600	5,000	65,770

7. SERJEANT-AT-ARMS II – TWO POSITIONS

Duties and responsibilities

- (i) Ensuring proper housekeeping of the chamber;
- (ii) Undertaking security surveys;
- (iii) Coordinating security matters;
- (iv) Controlling of authorized parking;
- (v) Ensuring fire prevention and safety measure are put in place; and
- (vi) Controlling admission of visitors, contractors and suppliers.

Requirement for Appointment

- Have served in the disciplined forces on a rank of Sergeant for a period of not less than five (5) years or as a Commissionaire II for at least three (3) years;
- Have certificate in fire-fighting and first aid; and
- Possess an exemplarily Service Certificate.

Salary Scale Job Group J (CASB 10)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	31,270	5,800	4,000	41,070
Maximum Pay	41,260	5,800	4,000	51,060

8. DEPUTY CHIEF SERJEANT-AT-ARMS – ONE POSITION

(a) Duties and responsibilities

- (i) ensuring safe custody of the mace;
- (ii) ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
- (iii) controlling of authorized parking to ensure order and security in the county assembly premises;
- (iv) performing chamber and ceremonial duties as per the laid down guidelines;
- (v) receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
- (vi) ensuring cleanliness of the assembly premises in accordance to the assembly policies and procedures;
- (vii) ensuring that CCTV cameras are functional and are well manned; and
- (viii) ensuring that conference facilitation are availed and secured especially when committee go out of the assembly.

(b) Requirements for Appointment

- (i) have served in the grade of Sergeant-At-Arms I for at least three (3) years or in the disciplined forces in a rank of not less than Chief Inspector for a period of not less than five (5) years for direct appointment;
- (ii) have certificate in fire-fighting and first aid;
- (iii) Possess an exemplarily service certificate;
- (iv) Be in possession of a Paramilitary/Military Training qualifications; and
- (v) Shown merit and ability in work performance and results.

(C) Salary Scale Job Group M (CASB 06)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	49,000	16,500	8,000	73,500
Maximum Pay	65,120	16,500	8,000	89,620

9. COMMISSIONAIRE III – ONE POSITION

(a) Duties and Responsibilities

- (i) Preventing any interruption as the county assembly meeting is in progress;
- (ii) Ensuring public gallery security within the county assembly;
- (iii) Serving members in the chamber;
- (iv) Controlling the press in the public gallery when the county assembly is in progress; and
- (v) Controlling dress code in the public gallery to ensure decorum in the County Assembly.

(b) Requirements for Appointment

- (i) Served in the grade of Security Warden I or in a comparable position for a minimum period of three (3) years;

OR

- (ii) Be in possession of a Paramilitary/Military Training qualifications;
- (iii) Have a Certificate in Security Management from a recognized institution;
- (iv) Have served satisfactorily in the uniformed service for a period of not less than five (5) years

- (v) Have First Aid certificate and/or fire-fighting certificate /Disaster management certificate; and
- (vi) Be in possession of an exemplarily service certificate.

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

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	22,270	3,850	4,000	30,120
Maximum Pay	30,020	3,850	4,000	37,870

10. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER – ONE POSITION

(a) Duties and Responsibilities

- (i) Coordinating systems development, implementation and maintenance; carrying out feasibility studies;
- (ii) Preparing progress report of the systems development;
- (iii) Evaluating systems and ensuring adherence to established information communication technology standards;
- (iv) Training staff in information communication technology matters;
- (v) Liaising with user divisions/units to ensure effective maintenance of information communication technology equipment;
- (vi) Evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

(b) Requirements for Appointment

- (i) Bachelor’s degree in any of the following disciplines: -, Information Technology, Business Information Technology, Computer Science or any other equivalent qualification from recognized institution;

(C) Salary Scale Job Group M (CASB 06)

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	49,000	16,500	8,000	73,500
Maximum Pay	65,120	16,500	8,000	89,620

11. RECEPTIONIST III – TWO POSITIONS

(a) Duties and Responsibilities

Duties and responsibilities will entail: - compiling daily records of visitors; providing relevant information to visitors; responding to visitors’ queries; recording visitors personal details; receiving, guiding and directing visitors to designated offices and areas; and issuing visitors passes.

(b) Requirements for Appointment

- (i) Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
- (ii) Proficiency in computer application skills; and

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

	Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	25,470	3,850	4,000	33,320
Maximum Pay	33,950	3,850	4,000	41,800

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. Candidates with Foreign Degrees **MUST** obtain accreditation from the Commission of Higher Education of Kenya;
3. 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 Wednesday March 09, 2022 **by 2pm.**

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