



# MURANG'A COUNTY ASSEMBLY

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## **RE- ADVERTISEMENT OF VACANCIES**

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

### **1. WARD OFFICE MANAGER (in the following Wards)**

- (i) **Gitugi Ward**
- (ii) **Ichagaki Ward**
- (iii) **Kamacharia Ward**
- (iv) **Kangari Ward**
- (v) **Kigumo Ward**
- (vi) **Kimorori Ward**
- (vii) **Muguru Ward**
- (viii) **Murarandia Ward**
- (ix) **Nginda Ward**
- (x) **Rwathia Ward**
- (xi) **Township Ward**

#### **(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 (in the following Wards)**

- (i) Gaichanjiru Ward**
- (ii) Ichagaki Ward**
- (iii) Kagundu-ini Ward**
- (iv) Kamacharia Ward**
- (v) Kamahuha Ward**
- (vi) Makuyu Ward**
- (vii) Mugoiri Ward**
- (viii) Mugumo-ini Ward**
- (ix) Nginda Ward**
- (x) Rwathia Ward**

### **(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 (in the following Wards)**

- (i) Gitugi Ward**
- (ii) Ichagaki Ward**
- (iii) Ithiru Ward**
- (iv) Kamacharia Ward**
- (v) Kangari Ward**
- (vi) Kiru Ward**
- (vii) Kinyona Ward**
- (viii) Kimorori Ward**
- (ix) Murarandia Ward**
- (x) Muthithi Ward**
- (xi) Township Ward**

### **(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 (in the following Wards)**

- (i) **Makuyu Ward**
- (ii) **Mbiri Ward**

**(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 for University 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 8<sup>th</sup> January 2018 before 12.00 Noon.

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