



MURANG'A COUNTY ASSEMBLY

VACANCIES

The Murang'a County Assembly Service Board invites applications from suitably qualified Kenyans to fill the position of an **Administrative Assistant** to the Nominated Member of the County Assembly on contract terms:

1. ADMINISTRATIVE ASSISTANT (18 posts)

(a) Duties and Responsibilities

- (i) Providing administrative support to the Nominated Member of the County Assembly.
- (ii) Maintenance of the Nominated member's diary and recording of all major events that require the Member's attention.
- (iii) Any other duties that may be assigned by the office of the Clerk from time to time.

(b) Requirements for Appointment

- (i) The Administrative Assistant shall possess the following qualifications;
- (ii) A post-secondary school Certificate
- (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.

APPLICATION CRITERIA

1. Persons interested in filling the above position 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, 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 **28th March 2018** before 12.00 Noon.

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