

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF SIAYA

THE SIAYA COUNTY ASSEMBLY SERVICE BOARD WISHES TO RECRUIT COMPETENT AND QUALIFIED PERSONS TO FILL THE FOLLOWING POSITIONS;

1.DIRECTOR-Legislation, Procedures & Committee Division (SCASB –11), (ONE POSITION)

Basic Salary ksh.109,089, House Allowance ksh.20,000, Commuter Allowance ksh.16,000

Duties and Responsibilities

- Assists the Clerk of the County Assembly in general supervision and running of Plenary, Legal and Committee services sections,
- Handling external relations regarding County Assembly Association, exchange programs, international desks and conferences Assists the Clerk of the County Assembly in general supervision and running of Plenary, Legal and Committee services sections,
- Handling external relations regarding County Assembly Association, exchange programs, international desks and conferences
- Provides advice to the Speaker, honorable Members and other presiding officers on Assembly procedures.
- Coordinates the preparation and presentation of orientation programs for newly elected members of the County Assembly including legislation, legal advice, oversight, research committees, and finance and budgeting.
- Enhances public understanding and knowledge on the work of County Assembly to increase public accessibility and awareness.

Required Qualifications for this post

- Masters degree in social sciences or law
- Bachelors degree in social sciences/Political Science/Sociology/Economics/Public Administration/law/Business Administration.
- Certified Public Secretary (CPS-III)K

- Post graduate diploma in any of the above disciplines
- 3years experience as Principal Clerk Assistant or equivalent position
- Knowledge and strong experience in legislative procedures.
- Have proficiency in the use of basic computer applications.

2.SENIOR CLERK ASSISTANT (SCASB 9) (ONE POSITION)

Basic salary ksh.77,527

House Allowance ksh. 16,800

Commuter Allowance ksh.12,000

Duties and Responsibilities

- Coordinating the operations of the assigned group of functions in either, plenary,Committees or Legal services
- Advising the Speaker , other presiding officers and Members of the County Assembly on procedures and practices
- Coordinating the operations of the speaker's chambers
- Offering administrative services to various types of County Assembly Committees

Required Qualifications for this post

- Bachelors degree degree in Political Sciences, Social Sciences or Business Administration from a recognised university
- Certified Public Secretary (CPS-II)K
- 3 years experience as Clerk Assistant I
- Possesion of Masters degree is an added advantage
- Proficiency in the use of basic computer applications.

3. CLERKS ASSISTANT- II (SCASB-7) (4 POSITIONS)

Basic Salary ksh.41,590, House Allowance ksh.13,000 Commuter Allowance ksh.8,000

Duties and Responsibilities

- Assisting in ensuring adherence to parliamentary procedure, practice, conventions, tradition and etiquette.
- Research involving search for fresh information, facts by consulting appropriate source like documents or persons.
- Offering administrative services to the various County Assembly Committees, including the County Assembly Service Board.
- Organizing activities pertaining to seminars and conferences for members of County Assembly and staff.
- Performs as Secretary to Parliamentary Committees.
- Takes minutes of Committee meetings.
- Offering administrative services to various Assembly Committees and the County Assembly Service Board
- Offering advisory services on Assembly procedures, practices, conventions, traditions and etiquette
- Responsible for organizing seminars and conferences for Members of the County Assembly

Required Qualifications for this post

- Be holder of a Bachelor's degree in Political Sciences, Social Sciences or Business Administration from a recognised university
- Certified Public Secretary (CPS-I)
- At least 3 years experience as Clerk to Committees or comparable position.
- Have satisfactorily served in public or private sector and has shown merit and ability in work performance with results.
- Proficiency in the use of basic computer applications.

4. PRINCIPAL LEGAL COUNSEL (SCASB – 10), (ONE POSITION)

Basic Salary 89,748 House Allowance ksh.16,800 Commuter Allowance ksh.14,000

Duties and Responsibilities

- Interpreting Acts and Bills and giving general advise to the County Assembly
- Ensuring that Bills passed by the Assembly comply with the constitution
- Provision of procedural advice to all honorable members.

- Custodian of all Parliamentary papers laid in the house in the course of debate.
- Offer professional, legal advice to the Speaker, SCASB, honorable members and staff on Parliamentary procedure, tradition, practices, conventions and etiquette.
- Drafting of Private members' Bills
- Attending court cases in both defense and prosecution
- Train and supervise Legal Counsel under him/ her.

Required Qualifications for this post

- Be a holder of Bachelor of Laws degree.
- Be an Advocate of the High Court of Kenya and a registered Commissioner for Oaths.
- Be in possession of a current practicing certificate.
- Possession of a Master's degree is an added advantage
- Have at least 3 years' experience in Legislative Drafting as a Senior Legal Counsel
- Proficiency in the use of basic computer applications.

5.SENIOR LEGAL COUNSEL -I (SCASB – 9) (TWO POSITION)

Basic Salary ksh. 77,527, House Allowance ksh.16,800 Commuter Allowance ksh.12,000

Duties and Responsibilities

- Drafting of amendments to Bills proposed to the Assembly by Members and Committees of the Assembly.
- Giving legal interpretation of Bills and acts to advice on matters relating to the Assembly.
- Liaising with the office of Attorney General on litigation matters involving the Assembly.
- Providing legal advice to the Speaker of the County Assembly, Assembly Committees, the County Assembly Service Board, Assembly Clerk and Honorable members.
- Ensuring that Bills passed by the Assembly comply with the Constitution.
- Providing any other legal services that may be needed by the Speaker, the Assembly, and the Assembly Committees, the County Assembly Service Board or the Assembly Clerk.

Required Qualifications for this post

- Have a Bachelors degree in Law.
- Ability to perform and deliver.
- Have at least 3 years' experience as a Senior Legal Clerk
- Proficiency in the use of basic computer applications.

6. DEPUTY HANSARD EDITOR (SCASB-9) (ONE POSITION)

Basic Salary ksh. 77,527, House Allowance ksh.16,800 Commuter Allowance ksh.12,000

Duties and Responsibilities

- Editing and compiling of whole meeting reports
- Coordinating various Hansard production functions
- Liaising with printers in matters of deadlines, textual style etc.
- Assisting in implementing programs relating to research, translation and compiling of indexes

Required Qualifications for this post

- Degree in Journalism/ Communications / Arts- with emphasis in linguistics, or degree in social sciences with credit passes in English and Kiswahili
- 3 years work experience as Hansard Reporter –I
- Possession of Masters will be an added advantage
- Demonstrated ability in management or organizational skills
- Proven Knowledge of legislative procedures and conduct of committee business
- Have proficiency in the use of basic computer applications.
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7. HANSARD REPORTER-II (SCASB – 7), (ONE POSITION)

Basic Salary ksh.41,450 House Allowance ksh.13,000 Commuter Allowance ksh.8,000

Duties and Responsibilities

- Ensuring timely and accurate transcription
- Taking independent verbatim reporting of County Assembly proceedings and of relevant committees within or outside County Assembly
- Handling queries related to Hansard reporting
- Preparing scripts for editing
- Sorting, checking transcripts from junior officers and amending as necessary
- Assisting in classification, custody, archiving, retrieval and cross checking of documents against references

Required Qualifications for this post

- Bachelors Degree Journalism/Communications / Arts, with emphasis in Linguistics
- Demonstrated ability in management or organizational skills
- 3 years experience as Hansard Reporter -III
- Have proficiency in the use of basic computer applications.

8.PERSONAL SECRETARY-II (SCASB – 6) (FOUR POSITIONS)

Basic Salary ksh.35,910, House Allowance ksh 13,000, Commuter Allowance ksh.6,000

Duties and Responsibilities

- Recording dictation in short hand transcription it in typewritten form
- Typing from drafts , manuscripts or recording from dictation machines processing data
- Management of e-office
- Ensuring security of office records, documents and equipments

- Handling telephone calls and appointments
- Operating office equipments, eg. copiers, printers etc, and management of protocol

Required Qualifications for this post

- Diploma/higher diploma in Secretarial studies from recognized institution
- 3 years experience as Personal Secretary III or Secretarial Assistant I
- Short hand III/communication I/Typewriting III(40w.p.m)/office Management III/ commerce II/Secretarial duties II
- Certificate in computer applications from recognized institution

9. EXECUTIVE SECRETARY (SCASB-8) (ONE POSITION)

Basic Salary ksh.48,190 House Allowance ksh. 15,400 Commuter Allowance ksh.8,000

Duties and Responsibilities

- Provides secretarial and executive support to the Speaker
- Drafts correspondences reports and proof reads documents.
- Responds to telephone enquiries, routes calls to appropriate offices and places outgoing calls.
- Schedules appointments, prepares itineraries and confirms travel arrangements.
- Maintains, stores and retrieves files, documents for access and security.
- Provides managerial duties to other junior officers attached to the office of the Speaker/Clerk.
- Management of E-office.
- Oversees the performance of junior officers duties

Required Qualifications for this post

- Bachelor's degree in Business Administration or Social Sciences.
- Higher diploma in secretarial studies or its equivalent from KNEC or any other recognized institution.

- A certificate in computer applications (Microsoft word, excel, access, PowerPoint, outlook and internet explorer) from a recognized institution.
- Three years relevant experience as a senior Secretary in a busy institution.
- Should be sensitive to ethics, integrity and confidentiality.
- In addition one must have the following certificate from KNEC.
 - ✓ Shorthand III (110 WPM) or computerized document processing III.
 - ✓ Typewriting III (minimum 40w.p.m)
 - ✓ Office management III / office administration and management III.
 - ✓ Business English III/ Communication II.
 - ✓ Office Practice II.
 - ✓ Commerce II.
 - ✓ Secretarial duties II

10.SENIOR INTERNAL AUDITOR (SCASB-9) (ONE POSITION)

Basic Salary ksh. 77,527, House Allowance ksh.16,800 Commuter Allowance ksh.12,000

Duties and Responsibilities

- Carrying out special audits to the County Assembly and as and when required.
- Furnish any information and explanation, arising from my internal audit work relating to the operations and accounts of the County Assembly
- Provide the necessary assistance to the County Government Inspectors , Controller of Budget and Auditor General Staff and any other body while performing their respective duties.
- Carry out investigations into financial transactions whenever feasible
- Periodically prepare an Audit report on the status and compliance of the Assembly with regard to the laid down policies.
- Following up to ensure implementation of Audit recommendations

Required Qualifications for this post

- Bachelors degree in Commerce-Accounting option
- Certified Public Accountant (CPA-III) K or equivalent
- Possession of Masters in Business Administration-Finance option, will be an added advantage
- 3 years' experience as an Internal Auditor-I
- Proficiency in the use of basic computer applications.

11. ACCOUNTANT –II (SCASB-7) (TWO POSITIONS)

Basic Salary ksh.41,450 House Allowance ksh.13,000 Commuter Allowance ksh.8,000

Duties and Responsibilities

- Performing a range of Management accounting
- Preparation of final accounts and statements
- Undertakes periodic bank reconciliation statements
- Supervision of assigned staff

Required Qualifications for this post

- Bachelors degree in Commerce-accounting option
- Certified Public Accountant (CPA-II) or equivalent
- 3 years' experience as an Accountant III
- Proficiency in the use of basic computer applications.

12. INTERNAL AUDITOR- III(SCASB-6) (ONE POSITION)

Basic Salary ksh.35,910, House Allowance ksh 13,000, Commuter Allowance ksh.6,000

Duties and Responsibilities

- Review and develop audit techniques and procedures for systems audit

- Prepare and update audit guides and programs
- Draft preliminary audit reports, queries and observations for the department head's consideration

Required Qualifications for this post

- Diploma in Accounts or Audit from a recognized Institution
- Certified Public Accountant (CPA-II) K or equivalent
- 3 years' experience as an Auditor Assistant
- Proficiency in the use of basic computer applications.

13.SERGEANT AT-ARMS ASSISTANT-II- COMMISSIONAIRES -(SCASB-4) (TWO POSITIONS)

Basic Salary ksh.19,323 House Allowance ksh 4,200 Commuter Allowance ksh.4,000

Duties and Responsibilities

- Screening of visitors to the Assembly, Controls vehicle parking and press in the gallery, Controls dress code in the gallery
- Undertakes ceremonial and chamber duties, Enforces speakers orders and attends to the chair and the clerks at the table
- Ensures orderliness and maintains gallery security

Required Qualifications for this post

- KCSE C-
- 5 years experience in uniformed forces
- Paramilitary Training certificate, certificate in relevant discipline, First Aid Certificate
- Proficiency in the use of basic computer applications.

14.SERGEANT AT-ARMS –III (SCASB-6) (ONE POSITION)

Basic Salary ksh.35,910, House Allowance ksh 13,000, Commuter Allowance ksh.6,000

Duties and Responsibilities

- Enforcing Speaker's rules, Performing chamber and ceremonial duties, Posting of information boards for members
- Accessing control management, Investigating incidences, Conducting security surveys
- Crime detection and control

Required Qualifications for this post

- KCSE C- and Diploma in relevant discipline from a recognized institution
- 5 years experience in uniformed forces
- Paramilitary Training certificate, certificate in relevant discipline, First Aid /Fire fighting Certificate
- Proficiency in the use of basic computer applications.

15.DRIVER-II (SCASB-4) (TWO POSITIONS-Readvertised)

Basic Salary ksh.19,323 House Allowance ksh 4,200 Commuter Allowance ksh.4,000

Duties and Responsibilities

- Taking care of the assigned vehicle, Maintenance of work tickets for the assigned vehicle
- Detecting and reporting malfunctioning of vehicle systems, Ensuring security and safety for the vehicle on and off the road
- Carrying out routine checks on the vehicle system

Required Qualifications for this post

- KCSE, D- and above, Accident free driving licence, class BCE, 3 years experience at level of driver-III
- Passed occupational Test III for drivers, Proficiency in the use of basic computer applications.

16. FISCAL ANALYST-II(SCASB-7) (ONE POSITION)

Basic Salary ksh.41,450 House Allowance ksh.13,000 Commuter Allowance ksh.8,000

Duties and Responsibilities

- Collecting and collating budgetary information from various sources for analysis
- Maintaining relevant statistics on public revenue and expenditure figures
- Carrying out commissioned budget research on specific area of interest.
- Assisting in the preparation of budgetary information reports to MCAs and relevant house committees
- Assisting in workshops planning

Required Qualifications for this post

- Bachelors degree in Economics or its equivalent from a recognized university
- 3 years experience as Fiscal Analyst III preferably in the Public service
- Team player with good interpersonal skills
- Proficiency in the use of basic computer applications.

Application Criteria

Interested candidates should submit their application letters, accompanied by detailed Curriculum Vitae indicating their telephone contacts, copies of relevant academic and professions certificates, national identity card or passport and other relevant supporting documents.

In addition, as part of compliance with Chapter six of the Constitution of Kenya, 2010, all applicants should submit certificates of clearance from the following institutions;

- Ethics and Anti Corruption Commission,(EACC)
- Higher Education Loans Board, (HELB)
- Credit Reference Bureau, (CRB)
- Criminal Investigations Department, (CID)
- Kenya Revenue Authority, (KRA)

Terms of Service; Permanent and Pensionable

All applications should be delivered in a sealed envelope and clearly indicating the position applied for in the reference line and be addressed to:

**The Secretary,
Siaya County Assembly Service Board
Siaya County Assembly Buildings
P.O Box 7 – 40600
Siaya
Email: hr@siayaassembly.or.ke**

Applications should reach the County Assembly Service Board on or before **28th August 2015**

Note:

Any form of canvassing will lead to immediate disqualification.

County Assembly of Siaya is an equal opportunity employer; women, youth, persons with disability and serving civil servants are encouraged to apply. Consider your application unsuccessful if you don't hear from us by **25th September 2015**.