



THE COUNTY ASSEMBLY OF SIAYA

Fifth Recruitment.

THE SIAYA COUNTY ASSEMBLY SERVICE BOARD AS AN EQUAL OPPORTUNITY EMPLOYER WISHES TO RECRUIT COMPETENT AND QUALIFIED PERSONS TO FILL THE FOLLOWING POSITIONS;

- 1). Director, Office of the Speaker**
- 2). Senior Internal Auditor**
- 3). Accountant II**
- 4). Audio Technician**
- 5). Serjeant at Arms III**

A. DIRECTOR, OFFICE OF THE SPEAKER; GRADE SCASB 11 (1 POSITION):

Terms of employment: Permanent and Pensionable

Salary; Basic Kshs. 115,290; House Allowance- Kshs. 25,000; Commuter Allowance – Kshs. 16,000.

(a) Duties and Responsibilities

The Director, Office of the Speaker shall report to the Hon. Speaker.

Duties and responsibilities

- a) Coordination of administrative activities in the Office of the Speaker
- b) Acting as the liaison person between the Speaker's Office and the rest of the Assembly offices
- c) Supervising the staff in the Office of the Speaker and the non-partisan staff in the office of the Assembly office holders
- d) Coordination of the Speaker's diary and official appointments
- e) Overseeing Protocol requirements of the Speaker
- f) Overseeing Research requirements, preparation of rulings and official speeches of the Speaker.
- g) Follow up on bookings/appointments, and respond to queries directed to the Speaker's office as well as record the proceedings of various consultative meetings chaired by the Speaker.
- 1) Carrying out any other duties that may be assigned by the Speaker.

(b) Requirements for Appointment:

- a) Bachelor's degree in Social Sciences (preferably, Law) from a recognized university
- b) Advanced degree in social sciences from a recognized university will be an added advantage
- c) A minimum of three years' experience at senior management level
- d) Appreciable experience in networking, diplomacy and funds mobilization
- e) Experience in parliamentary set up will be an added advantage
- f) Proficiency in computer application skills;
- g) Demonstrated merit and ability as reflected in work performance and results.

B. SENIOR INTERNAL AUDITOR - GRADE SCASB 9 (1 Position)

Terms of Employment: Permanent and Pensionable

Salary; Basic Kshs. 81,940; House Allowance- Kshs. 21,000; Commuter Allowance – Kshs. 12,000.

The Senior Internal Auditor shall report to the County Assembly Service Board with a dotted line to the County Assembly Clerk

Duties and Responsibilities:

- a) Review the soundness of compliance, controls, reliability and integrity of financial, managerial and operating data.
- b) Carry out audit periodically on transactions to prove their control threshold.
- c) Facilitate self-assessment to help departments to identify objectives and evaluate risks and controls through risk management.
- d) Preparation of risk-based annual audit plans for continuous audit of internal controls and financial statements.
- e) Plan and coordinate the timely performance of special audit investigations and forensic audits as necessary.
- f) Create, promote and improve internal controls throughout the organization.
- g) Provide independent and objective feedback on the adequacy and effectiveness of internal controls to ensure compliance with the organizational policies and procedures.
- h) Identify, evaluate and assess risk areas and enhance frequency of their audit.
- i) Check and report on action taken on past internal and external audit recommendations.
- j) Plan, monitor and evaluate the performance of staff against set targets and objectives
- k) Plan and coordinate meetings with the audit committee as prescribed in law.

Minimum Qualifications:

For appointment to this position, an officer must have:-

- a) Served in a comparable position in public sector, for a minimum period of three years;
- b) Bachelor's degree in any of the following areas: Commerce (Finance/ Accounting option) or Economics, qualifications from a recognized university.
- c) Master's Degree in Business Administration (MBA), Economics, Accounts, Finance or Commerce will be an added advantage.
- d) Certified Public Accountant (CPA) K or any other recognized relevant professional qualification and preferably be a member of ICPAK or any relevant professional body.
- e) Demonstrated professional managerial capabilities and initiatives in the general organization and management of a public/government sector.
- f) Proficiency in application of Information and Communication Technology (ICT)
- g) Have good understanding of the Public/ Government Service Financial and Accounting operations.
- h) Must be a member of Institute of Internal Auditors (IIA).
- i) A working knowledge of IFMIS System and TEAM MATES.

C. ACCOUNTANT II - GRADE SCASB 7 (1 Position)

Terms of Employment: Permanent and Pensionable

Salary; Basic Kshs.44,750; House Allowance - Kshs.16,500; Commuter Allowance – Kshs.8,000.

The Accountant II shall report to the Senior Accountant

Duties and Responsibilities:

- a) Ensure that payments are made accordingly
- b) Preparation of payment vouchers in accordance with the laid down rules and regulations
- c) Perform general accounting work involving book-keeping knowledge and routing accounting entries.
- d) Assist in preparation of financial reports
- e) Undertaking limited range of management accounting
- f) Preparation of final accounts and statements
- g) Perform IFMIS payment and invoicing

Minimum Qualifications:

- a) Shown merit and ability over a period of at least three (3) years in the grade of Accountant III; and
- b) Bachelor's degree in any of the following areas: Commerce (Finance/ Accounting option) qualifications from a recognized university
- c) Kenya Certificate of Secondary Education (KCSE) mean grade of C Plain with, at least
- d) Proficiency in computer application
- e) CPA III of the Certified Public Accountant (Kenya) Examination or its accepted equivalent.

D. AUDIO TECHNICIAN - GRADE SCASB 6 (1 Position)

Terms of Employment: Permanent and Pensionable

Salary; Basic Kshs. 39,110; House Allowance- Kshs. 16,500; Commuter Allowance – Kshs. 6,000.

The Audio Technician shall report to the Deputy Hansard Editor

Duties and Responsibilities:

- a) Operating the digital recording system and ensuring the safety of the machine
- b) Maintaining the cleanness of the recording machine and equipment
- c) Testing the machine before use
- d) Charging the digital recorders
- e) Operating the public address system in the chambers
- f) Audio editing and segmenting audio files
- g) Any other duty as may be assigned from time to time

Minimum Qualifications:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade of C Plain with, at least, a C plain in both English and Kiswahili or its equivalent qualification.
- b) Diploma in Media Studies or its equivalent from a recognized institution.
- c) Proficiency in computer application.
- d) Good understanding of the County Assembly Plenary and Committee proceedings
- e) Must have three years' working experience in the relevant field
- f) Typing, audio-typing or computer skills in word processing
- g) Must meet the requirement of Chapter six of the Constitution of Kenya 2010.

E. SERJEANT AT ARMS III - GRADE SCASB 4 (2 Positions)

(Female candidates are encouraged to apply)

Terms of Employment: Permanent and Pensionable

Salary; Basic Kshs. 22,380; House Allowance- Kshs. 3,850; Commuter Allowance – Kshs. 4,000.

The Serjeant at Arms III shall report to the Senior Serjeant at Arms

Duties and Responsibilities:

- a) Ensure proper housekeeping of the chamber
- b) Coordinate security surveys
- c) Ensure supervision of gardening standards
- d) Coordinate security matters
- e) Controlling of authorized parking
- f) Ensure Fire prevention and safety measure are put in place.
- g) Control admission of visitors, contractors and suppliers.

Minimum Qualifications:

- a) Served in police or Armed Forces
- b) Certificate in First Aid
- c) Two years' experience

Application Criteria

Persons interested in filling the above positions 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)

Applicants should be Kenyan citizens

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: clerk@siyaassembly.go.ke**

Applications should reach the County Assembly Service Board on or before **13th July 2018**

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.

Only shortlisted candidates will be contacted.

Serving officers are encouraged to apply.