
REPUBLIC OF KENYA



THE COUNTY ASSEMBLY OF SIAYA

Website ;www.siayaassembly.go.ke

Email;clerk@siayaassembly.go.ke

County Assembly of Siaya vacancies.

The County Assembly of Siaya as an equal opportunity employer seeks to fill the following positions in her establishment.

We therefore invite applications from suitably qualified persons for the following positions;

1. HUMAN RESOURCE OFFICER II SCASB 7 (SALARY Basic kshs. 41,590/-) 1 position

Purpose of the Job

This job is responsible for aiding management in staffing, training and development, employee counseling, performance management, payroll administration and personnel file keeping.

Responsibilities of the job

- a) Coordination and supervision of the work done by human resource in the department.
- b) Provide guidance and advice on appropriate application of Human Resource Management matters.
- c) Co-ordinate human resource management activities in the human resource department.
- d) Provide guidance and advice on appropriate application of human resource management matter.
- e) Conveys information inside and outside the department.
- f) Develop skills inventory database for the County Assembly.
- g) Any other duty as may be assigned from time to time

Qualifications Knowledge and Skills required.

- 1) Bachelor's degree in social sciences from a recognized university
- 2) Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training.
- 3) Be a registered member of the Institute of Human Resource Management.

- 4) Must have three years' working experience in the relevant field.
- 5) Other skills required; communication skills, interpersonal skills, organizational skills, problem solving skills, supervisory skills,
- 6) Be able to work under pressure.
- 7) Be able to work well with other teams.
- 8) CPS I
- 9) Must meet the requirement of Chapter six of the Constitution of Kenya 2010.

2. SIGN LANGUAGE INTERPRETER JOB GRADE SCASB 6 (SALARY Basic kshs. 35,910/-) 1 position

Purpose of the job

This job is to serve as a liaison person between the County Assembly and the Deaf/ Hearing impaired community.

Duties and Responsibilities

- 1) Helping the deaf or hearing impaired individuals understand proceedings of the plenary and committee services of the County Assembly.
- 2) Facilitating communication with deaf persons through sign language
- 3) Providing accurate accounts of the County Assembly proceedings
- 4) Any other duty as may be assigned from time to time

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

- 1) Kenya Certificate of Secondary Education (KCSE) mean grade of C Plain with, at least, a C+ Plus in both English and Kiswahili or its equivalent qualification.
- 2) Diploma in sign language from a recognized institution.
- 3) Proficiency in computer application.
- 4) Good understanding of the County Assembly Plenary and Committee proceedings
- 5) Must have three years' working experience in the relevant field
- 6) Must meet the requirement of Chapter six of the Constitution of Kenya 2010.

3. AUDIO TECHNICIAN JOB GRADE SCASB 6 (SALARY Basic kshs. 35,910/-) 1 position

Duties and responsibilities

- 1) Operating the digital recording system and ensuring the safety of the machine
- 2) Maintaining the cleanness of the recording machine and equipment
- 3) Testing the machine before use
- 4) Charging the digital recorders
- 5) Operating the public address system in the chambers
- 6) Any other duty as may be assigned from time to time

Requirement for the job

- 1) Kenya Certificate of Secondary Education (KCSE) mean grade of C Plain with, at least, a C+ Plus in both English and Kiswahili or its equivalent qualification.
- 2) Diploma in digital recording/ electronics or its equivalent from a recognized institution.
- 3) Proficiency in computer application.
- 4) Good understanding of the County Assembly Plenary and Committee proceedings
- 5) Must have three years' working experience in the relevant field
- 6) Typing, audio-typing or computer skills in word processing
- 7) Must meet the requirement of Chapter six of the Constitution of Kenya 2010.

4. SERJEANT AT ARMS II SCASB 7 (SALARY Basic kshs. 41,590/-) 1 position.

Purpose of the Job

The job position is responsible for the coordination of Security and Housekeeping within the precincts of the County Assembly and by extension outside the Assembly precinct.

Duties and Responsibilities

1. Ensuring proper house-keeping of the Chambers
2. Enforcing Speaker's rules
3. Coordinating security surveys and security matters
4. Ensuring supervision of gardening standards, supervising and allocating work to junior officers
5. Controlling of authorized parking
6. Ensuring fire prevention and safety measures are put in place
7. Controlling admission of visitors, contractors and suppliers into the precinct of the Assembly.
8. Escorting the Speaker with the Mace to the Chambers from his/her office
9. Usher in County dignitaries and National state office

Qualifications required

1. Have served in the disciplined forces for a period of not less than five (5) years.
2. Bachelor's degree in security management/ investigations and forensic studies from a recognized institution.
3. Be computer literate
4. Have Knowledge of relevant legislation
5. Ability to work under pressure
6. Have valid certificate of good conduct from the Kenya Police
7. Be in possession of First Aid/ Fire-fighting certificate
8. Be in possession of exemplary service certificate
9. Must meet the requirement of chapter six of the Kenya Constitution 2010

Interested and qualified candidates are encouraged to send their applications (**attach copies of certificates, CV, and clearances from; KRA/EACC/CRB/HELB/CID**) to the undersigned before **6th January, 2017** before close of business.

**The County Assembly Clerk
Siaya County**

P.O. Box 7-40600
Siaya