



THE COUNTY ASSEMBLY OF SIAYA

Fourth 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). Director, Financial Services**

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

Terms of employment: Five year renewable contract

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

- 1) Coordination of administrative activities in the Office of the Speaker
- 2) Acting as the liaison person between the Speaker's Office and the rest of the Assembly offices
- 3) Supervising the staff in the Office of the Speaker and the non-partisan staff in the office of the Assembly office holders
- 4) Coordination of the Speaker's diary and official appointments
- 5) Overseeing Protocol requirements of the Speaker
- 6) Overseeing Research requirements, preparation of rulings and official speeches of the Speaker.
- 7) 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.
- 8) Carrying out any other duties that may be assigned by the Speaker.

(b) Requirements for Appointment:

- (i) Bachelors degree in Social Sciences (preferably, Law) from a recognized university
- (ii) Advanced degree in social sciences from a recognized university will be an added advantage
- (iii) A minimum of three years' experience at senior management level
- (iv) Appreciable experience in networking, diplomacy and funds mobilization
- (v) Experience in parliamentary set up will be an added advantage
- (vi) Proficiency in computer application skills;
- (vii) Demonstrated merit and ability as reflected in work performance and results.

B. DIRECTOR, FINANCIAL SERVICES - 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.

The Director Financial Services shall report to the County Assembly Clerk.

Duties and Responsibilities:

- Ensuring sound financial and accounting procedures, principles and controls.
- Overseeing cash and credit management, and exchequer operations both for expenditure and revenue in liaison with Central Bank of Kenya and other banks.
- Developing and implementing sound financial management policies, systems and procedures aimed at improving financial reporting and accounting.
- Planning and coordinating timely preparation of annual work plans and budget estimates
- Working closely with the management team and advising on financial implications of the proposed actions.
- Developing, reviewing and implementing appropriate financial policy framework to guide decision-making.
- Following up with officers in the departments on compliance with standards, circulars, financial regulations and procedures, letters and policies.
- Ensuring that financial strategy is linked with the overall strategy of the County Assembly.
- Overseeing resource mobilization for the Assembly
- Ensuring adherence to contractual agreements

- Ensure safe custody of Assembly assets and records under him/her and supervision, training and development of finance and accounts staff in the Assembly.

Minimum Qualifications:

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

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

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 **20th March 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.