

# REPUBLIC OF KENYA



## COUNTY ASSEMBLY OF SIAYA

### ADVERTISEMENT FOR VACANCIES

The County Assembly Service Board (CASB) invites applications from suitable and qualified candidates to fill the under listed positions on **Permanent and Pensionable Terms** within the County Assembly of Siaya establishment.

DESIGNATION	POSITION	SALARY SCALE
Deputy County Assembly Clerk	1	Job Group R
Principal Clerk Assistant (L&P and Committee Services)	1	Job Group Q
Senior Internal Auditor	1	Job Group P
Senior Accountant		Job Group P
Accountant II	1	Job Group M

**Position: Deputy County Assembly Clerk**

**Job Group: R**

#### **Duties and Responsibilities of the Deputy Clerk**

1. Deputizing the Clerk of the County Assembly and assisting the Clerk in the discharge of his/her duties as provided by the County Governments Act, 2012; County Assembly Services Act, 2017, and the County Assembly Standing Orders;
2. Coordinating, in consultation with the relevant Heads of Departments, the activities of the Directorate of Committee and Legislative Services;
3. Coordinating the development and implementation of the Strategic Plan and Annual Work Plans for the County Assembly
4. Enhancing public understanding and knowledge of the work of the County Assembly by increasing public accessibility and awareness and the operations;

5. Coordinating external relations including international, inter-county Assemblies relations, conferences and protocol affairs.
6. Preparing and presentation of orientation programmes for newly elected members of County Assembly
7. Undertaking administrative duties of various committee including ad – hoc committees of the County Assembly

### **Requirements for appointment as Deputy County Assembly Clerk**

1. Should be a Kenyan Citizen
2. Holds of Bachelor's degree in Social Science or Law from a University recognized in Kenya
3. At least five (5) years of relevant professional experience
4. A Masters' degree in a relevant discipline from a University recognized in Kenya is an added advantage
5. Experience working in a Parliamentary set up is an added advantage
6. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya, 2010

### **Position: Principal Clerk Assistant (Legislative & Procedural Services and Committee Services)**

#### **Job Group: Q**

### **Duties and Responsibilities of the Principal Clerk Assistant**

1. Offer administrative services to the Legislative Procedure and Committee Sections of the County Assembly
2. Advice the Speaker and other presiding Officers and Members of the County Assembly on Legislative Procedures and Practices
3. Research on matters pertaining to Parliamentary Practices and Procedure by consulting appropriate sources (Institutions and Persons)
4. Coordinate operations and functions of Legislature such as activities pertaining to seminars and conference for Members of the County Assembly
5. Prepare Order Papers, Manage County Assembly Procedures, Practices, Convention, Traditions and Etiquette
6. Draft and Prepare Votes and Proceeding of Plenary Sitings

### **Requirements for appointment to the position of Principal Clerk Assistant**

1. Should be a Kenyan Citizen

2. Holds of Bachelor's degree in Social Science or Law from a University recognized in Kenya or, its equivalent
3. At least five (5) years of relevant professional experience
4. Experience of working in a Parliamentary set-up is an added advantage
5. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya, 2010

**Position: Senior Internal Auditor**

**Job Group: P**

**Duties and Responsibilities of the Senior Internal Auditor**

1. Secretary to the Audit Committee and Head of Internal Audit department
2. Conduct Internal Audit of the operations, systems and general administration of the County Assembly
3. Co-ordinate and control of the operations of Internal Audit Department.
4. Ensure the maintenance of high Audit Standards in the County Assembly
5. Monitor and constantly review Audit programs for all the Sections and Directorates in the County Assembly
6. Organize, plan, coordinate and control the audit activities in the County Assembly
7. Provide advice to line managers and staff at all levels on the right accounting procedures

**Requirements for appointment as Senior Internal Auditor**

1. Bachelor's degree in Accounting or Finance or its equivalent qualification from a recognized institution in Kenya
2. Master's degree in Accounting or Finance or its equivalent qualification from a recognized institution will be an added advantage
3. Certified Public Accountant of Kenya (K) or its equivalent qualification;
4. Be a registered member of ICPAK in good standing or a Member of the IIA/ISACA in good standing or Association of Certified Fraud Examiners (ACFE-Kenya)
5. A minimum period of four (4) years relevant work experience
6. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya, 2010

**Position: Senior Accountant**

**Job Group: P**

## **Duties and Responsibilities of Senior Accountant**

1. Provide Financial guidance to the Finance Departments
2. Prepare regular annual accounts in a timely manner
3. Train and developed Staff in the Accounting Departments
4. Ensure appropriate and adequate Financial Management Information System are in place
5. Provide advice on all accounting and developing the County Assembly Financial System
6. Oversee the implementation of the approved accounting standards policies bases and concepts to ensure compliance

## **Requirements for Senior Accountant**

1. Bachelor's degree in Accounting or Finance or its equivalent qualification from a recognized institution in Kenya
2. Master's degree in Accounting or Finance or its equivalent qualification from a recognized institution will be an added advantage
3. Certified Public Accountant of Kenya (K) or its equivalent qualification;
4. Be a registered member of ICPAK in good standing
5. Have a minimum period of four (4) years relevant work experience
6. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya, 2010

## **Position: Accountant II**

### **Job Group: M**

## **Duties and Responsibilities of Accountant II**

1. Processing payments according to the laying down Accounting Standards and County Assembly procedures
2. Preparing and compiling financial reports
3. Performing general accounting work including book keeping and routine accounting entries
4. Performing IFMIS processes
5. Preparing and processing voucher in accordance with Accounting Standards
6. Safe keeping of invoice, receipts and maintaining other accounting record
7. Ensuring regular bank reconciliations
8. Ensuring the County Assembly Asset register is maintained and updated

## **Requirements for Appointment of Accountant II**

1. Bachelor's degree in Accounting or Finance from a University recognized in Kenya
2. Certified Public Accountant of Kenya (K) or its equivalent;
3. A minimum period of three (3) years relevant work experience
4. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya, 2010

### **Application Criteria**

Interested persons are invited to apply for the positions by providing the following documents:

- a. Detailed Curriculum Vitae
- b. Academic certificates; and
- c. Other relevant testimonials and supporting documents

The aforementioned documents should be sent by mail to [clerk@siyaassembly.go.ke](mailto:clerk@siyaassembly.go.ke); hand delivered to the Office of the Clerk at the County Assembly Buildings in Siaya; or delivered to the address below to be received on or before **Tuesday, 4<sup>th</sup> June, 2024 at 5:00PM**

**Successful candidate will be required to provide Clearance Certificates from:**

- Ethics and Anti – Corruption Commission
- Directorate of Criminal Investigations (Certificate of Good Conduct)
- Credit Reference Bureau (CRB)
- Kenya Revenue Authority (KRA)
- Higher Education Loans Board (HELB)
- Commission for University Education (applicable to those with foreign degrees only)

The County Assembly of Siaya is an equal opportunity employer, persons with disabilities, the marginalized and the minority communities (non – Luos) strongly encouraged to apply

**The Secretary,  
County Assembly Service Board,  
County Assembly of Siaya,  
P.O. Box 7 – 40600  
SIAYA**