

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF SIAYA

ADVERTISEMENT FOR THE POSITION OF COUNTY ASSEMBLY CLERK

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

DESIGNATION	POSITION	SALARY SCALE
County Assembly Clerk	1	Job Group T

Duties and Responsibilities of the Clerk/Secretary to the County Assembly Service Board

1. Administrative head of the County Assembly
2. Accounting/ Authorized officer of the County Assembly
3. Secretary to the County Assembly Service Board
4. Responsible for implementation of all policy decisions of the County Assembly Service Board
5. Principle Advisor to the Speaker, other presiding officers and all Honorable Members of the County Assembly on all legislative procedures, practices, conventions and traditions
6. Responsible for enhancing public understanding and knowledge of the work of the County assembly and increasing public accessibility

Requirements for appointment

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 (seven) 7 years of relevant professional experience
4. A Masters' degree in a relevant discipline from a University recognized in Kenya will be an added advantage
5. Experience as an Assembly Clerk is an added advantage
6. 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 position by providing the following documents:

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

The aforementioned documents could be sent by mail to clerk@siayaassembly.go.ke; hand delivered to the Director Human Resource Officer at the County Assembly Buildings in Siaya; or delivered to the address below to be received on or before **Wednesday, 15th May, 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, female candidates and persons with disability are strongly encouraged to apply.

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

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