

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF SIAYA

Siaya County Assembly Service Board as an equal opportunity employer, wishes to recruit qualified and competent Kenyans to fill the following positions;

- 1. Senior Legal Counsel CASB 5 (JG P) -1 Position (Permanent and Pensionable)**
Salary Scale Basic – Kshs 90,200; House Allowance-Kshs. 21,000, Commuter Allowance – Kshs.12,000

Duties and Responsibilities

- (a) Coordinating input to calls for public participation in Bills before the National Parliament or any other legislative authority
- (b) Compiling legal interpretation of Acts and legal opinions on matters relating to devolved functions
- (c) Identifying, compiling and indexing judgments related to operations of County Assemblies
- (d) Liaising with the State Law Office on litigation matters involving County Assemblies
- (e) Establishing and maintaining networks with relevant legal stakeholder institutions
- (f) Providing any other legal services that may be required in relation to forums of County Assemblies,
- (g) Establish legal linkages between the County Assembly and County Assemblies Forum and other partner organizations like COG and LREB
- (h) Any other duty that may be assigned from time to time

Requirements for Appointment

For appointment to this grade an officer must: -

- a) Have a Bachelor of Laws degree;
- b) Have been admitted as an Advocate of the High Court of Kenya;
- c) Be in possession of a current practicing certificate; and have proficiency in the use of computer applications.
- d) Minimum work experience in legal practice for two (2) years.

2. Senior Research and Liaison Officer CASB 5 (JG P) -1 Position (Permanent and Pensionable)

Salary Scale Basic – Kshs.90,200; House Allowance-Kshs. 21,000, Commuter Allowance – Kshs.12,000.

Duties and Responsibilities

- a) Identifying potential research collaborations between assembly and other institutions
- b) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues
- c) Mapping and maintaining stakeholder database and managing relationships with the stakeholders
- d) Assessing impact of policy options from other agencies on Assembly's operations
- e) Engaging with programs of institutions dealing with devolution with a view of enhancing assembly's performance
- f) Strategically engaging with national government, other county governments, forums dealing with devolved functions, national parliamentary institutions, and regional bodies
- g) Establish and maintain research linkages between the County Assembly and County Assemblies Forum and other partner organizations like COG and LREB
- h) Any other duty that may be assigned from time to time

Requirement for appointment

- a) A Bachelor's degree in social sciences, or public relations from a university recognized in Kenya;
- b) Working knowledge of professional research methodologies
- c) Ability to analyse data and prepare reports
- d) A thorough demonstrable knowledge and understanding of concepts and techniques on public policy analysis, and ability to write in a clear, concise and understandable manner.
- e) Minimum work experience in research field of four (4) years.
- f) Proficiency in Computer Application Skills

3. Finance Officer 1 CASB 06 (JG N) -1 Position (Permanent and Pensionable)
Salary Scale Basic – Kshs.58,360; House Allowance-Kshs. 18,000,
Commuter Allowance – Kshs.8,000

Duties and Responsibilities

- a) Monitoring implementation of Accounting standards and systems for compliance- including Integrated Financial Management Information System (IFMIS) operations;
- b) Following up on implementation of audit recommendations for the Assembly;
- c) Reviewing payment vouchers ensuring adequacy and accuracy of supporting documents
- d) Preparation of quarterly reports;
- e) Consolidation of cash flow projections;
- f) Assisting the head of the department to provide advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in the Assembly;
- g) Assisting in setting targets for the accounts staff and evaluating achievements;
- h) Responsible for provision of quality and timely accounting services in the Assembly including maintenance of appropriate and up-to-date accounting records;
- i) Any other duty that may be assigned from time to time

For appointment to this grade an officer must have: -

- a) Bachelors degree in any of the following disciplines:
Commerce (Accounting/Finance Option), Economics or Business Administration
from a university recognized in Kenya
- b) Certified Public Accountants of Kenya Finalist
- c) A Minimum of 5 years experience in a relevant field
- d) A registration by Institute of Public Accountants Kenya (ICPAK) will be added
advantage
- e) Proficiency in computer application skills; and
- f) Demonstrated managerial, administrative and professional competence in work
performance

4. Accountant 1 CASB 09 (JG K) - 1 Position (Permanent and Pensionable)
Salary; Basic-Kshs. 39,700; House Allowance- Kshs 9,600.00; Commuter-kshs 5,000.00

Duties and Responsibilities

- a) Processing payments according to the laid down Assembly Procedures.
- b) Assist in processing of financial statements
- c) Performing general accounting work including book-keeping and routine accounting entries;
- d) Performing IFMIS payment and invoicing
- e) Verifying vouchers in accordance with the laid down rules and regulations;
- f) Safe keeping of invoices, receipts and maintaining other accounting records.
- g) Ensuring that Bank reconciliation is done regularly.
- h) Performing any other relevant duty as assigned.

Requirements for Appointment

For appointment to this grade an officer must

- a) Bachelor's degree in Accounting, Finance, Commerce (Accounting/Finance option), Economics, or Business Administration from a university recognized in Kenya
- b) Minimum of Certified Public Accountant Finalist;
- c) Minimum of two years experience in a relevant field;
- d) Registration as an ICPAK is an added advantage;
- e) Proficiency in Computer application skills;
- f) Shown merit and ability as reflected in work performance and results

5. Support Staff II CASB 17 (JG B) – 6 Positions (Two Years Contract)

Salary: Basic – Kshs 15,280; House Allowance – Kshs. 2,500; Commuter Allowance – Kshs 3,000

Duties and responsibilities

- a) Assisting in coordination of public participation activities at ward level
- b) Collating of feedback from citizens on public participation activities
- c) Sensitizing public on public participation subjects
- d) Performing any other duty assigned by the supervisor

Requirements for Appointment

Minimum of Kenya Certificate of Secondary Education (KCSE) certificate or equivalent

Application Criteria

Interested and qualified 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*: 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 Friday , 7th March, 2025 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) are strongly encouraged to apply. All applications to be addressed to:

The Secretary
Siaya County Assembly Service Board
County Assembly Building
P.O. Box 7-40600
Siaya

Note;

- ✓ All applicants should be Kenyan Citizens
- ✓ Any form of canvassing will lead to immediate disqualification
- ✓ Only shortlisted candidates will be contacted