

COUNTY ASSEMBLY OF KILIFI



COUNTY ASSEMBLY SERVICE BOARD

ADVERTISEMENT

The Kilifi County Assembly Service Board invites suitable applicants for the following positions:

1. CHIEF SERJEANT-AT-ARMS-JOB GROUP Q (ONE POSITION)

Duties and responsibilities

- (i) An officer at this level will be responsible to the Clerk of the Assembly for the smooth management of assigned County Assembly Buildings.
- (ii) Enforcement of Speaker's rules.
- (iii) Supervising and coordinating security activities within the Buildings.
- (iv) Performing chamber duties.
- (v) Controlling admission of visitors.
- (vi) Maintenance of strict security measures in and around the Buildings.
- (vii) Controlling of authorized parking.
- (viii) Ensuring proper housekeeping and gardening standards.
- (ix) Ensuring fire prevention and safety measures are put in place.
- (x) Submission of periodical reports.
- (xi) Serving summons to witnesses.
- (xii) Provision of security.
- (xiii) Preparation and implementation of fire and disaster management plan.

Requirements for Appointment

For Appointment to this grade, a candidate must have:-

- (i) Served satisfactorily in the disciplined services for a period not less than ten (10) years with exemplary service.
- (ii) Be in possession of a Bachelor's degree in Security Management/ Investigations and Forensic studies/criminology from a recognized Institution.
- (iii) Master's degree in relevant field is an added advantage.
- (iv) Be computer literate.
- (v) Be in possession of an exemplary service certificate
- (vi) A Strategic / Transformative leadership course lasting at least four weeks will be an added advantage.

2.PRINCIPAL CLERK ASSISTANT (COMMITTEE SERVICES) - JOB GROUP Q (ONE POSITION)

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Planning and co-coordinating functions and operations of the department within the Legal, Legislative Procedure and Committee services.
- (ii) Offer advice to County Assembly Committees, Committee Chairpersons and individual Members.
- (iii) Prepare committee reports/minutes.
- (iv) County Assembly procedure, practice, conventions, tradition and etiquette.
- (v) Search for fresh information / facts by consulting appropriate sources like documents or persons.
- (vi) Offering administrative services to various types of County Assembly committees including the CASB.
- (vii) Activities pertaining to seminars and conferences for members of County Assembly and staff.

Requirements for Appointment

For Appointment to this grade, a candidate must have:-

- (i) A Bachelor's of Arts Degree in Social Sciences /Political Science/Economics/ Public Administration/ Law/ Business administration, and Education from a recognized university.

- (ii) Served in senior management within public service /National Parliament or County Assembly for a minimum period of five (5) years or in a comparable position in the private sector.
- (iii) A strategic Leadership course last a period of six (6) weeks from a recognized institution will be an added advantage.
- (iv) Master's Degree in relevant field shall be an added advantage.

3. PRINCIPAL RESEARCH OFFICER- JOB GROUP Q (ONE POSITION)

Duties and Responsibilities

The duties and responsibility for an Officer in this position include:-

- (i) Ensuring provision of non-partisan professional research services to Members, Committees and staff of County Assembly.
- (ii) Overseeing the assessment of strengths and weaknesses of County Government Policy options.
- (iii) Initiating and conducting anticipatory research/analysis on key policy issues; including assessing the strengths and weakness of policy options.
- (iv) Supporting the County Assembly in the formulation, interpretation and application of research policies, procedures, rules and regulations.
- (v) Writing of research papers and reports and facilitating their subsequent publications/dissemination.
- (vi) Supervising and ensuring quality control in the preparation of research papers, briefing notes and particular points of view.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Bachelor of Arts Degree in Social Sciences in a relevant discipline from a recognized university;
- (ii) A master's in relevant field shall be an added advantage.
- (iii) Work experience of five (5) years in a research work in Public Service, National Parliament or County Assembly or in a comparable position in the private sector.
- (iv) Thorough demonstrable knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write reports in a clear, concise and understandable manner;
- (v) A strategic Leadership course last a period of six (6) weeks from a recognized institution will be an added advantage.

- (vi) Understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly; and
- (vii) Demonstrated outstanding administrative/managerial capability in the organization of the Research services.

4. SENIOR SERJEANT-AT-ARMS-JOB GROUP P (ONE POSITION)

Duties and responsibilities

An officer at this level will deputize the Chief Serjeant-At-Arms for the smooth management of assigned County Assembly Buildings.

- (i) Enforcement of Speaker's rules.
- (ii) Supervising and coordinating security services of the Buildings.
- (iii) Performing chamber duties.
- (iv) Controlling admission of visitors.
- (v) Supervising the Serjeant-at-Arms and Commissionaires/ Security wardens.
- (vi) Maintenance of strict security measures in and around the Buildings.
- (vii) Controlling of authorized parking.
- (viii) Ensuring proper housekeeping and gardening standards.
- (ix) Ensuring fire prevention and safety measures are put in place.
- (x) Submission of periodical reports.
- (xi) Serving summons to witnesses by hand delivery.

Requirements for Appointment

For Appointment to this grade, a candidate must:-

- (i) Be in possession of a Bachelor's degree in Security Management/ Investigations and Forensic studies/Criminology from a recognized institution.
- (ii) A Master's degree in a relevant field is an added advantage.
- (iii) Have served in the disciplined forces for a period of not less than five (5) years with exemplary service.
- (iv) A strategic Leadership course last a period of six (6) weeks from a recognized institution will be an added advantage.
- (v) Be computer literate.

5. SENIOR RESEARCH OFFICER – JOB GROUP P (ONE POSITION)

Duties and Responsibilities

The duties and responsibility for an Officer in this position include:-

- (i) Ensuring provision of non-partisan professional research services to Members, Committees and staff of County Assembly.
- (ii) Overseeing the assessment of strengths and weaknesses of County Government Policy.
- (iii) Initiating and conducting anticipatory research/analysis on key policy issues; including assessing the strengths and weakness of policy options.
- (iv) Supporting the Principal Research Officer in the formulation, interpretation and application of research policies, procedures, rules and regulations.
- (v) Writing of research papers and reports and facilitating their subsequent publications/dissemination.
- (vi) Supervising and ensuring quality control in the preparation of research papers, briefing notes and particular points of view.

Requirements for Appointment

For appointment to the position, the candidate must have:-

- (i) Bachelor's degree in a relevant discipline from a recognized university;
- (ii) A masters in relevant field shall be an added advantage
- (iii) Work experience Five (5) years in a research work in Public Service, National Parliament, and County Assembly or in a comparable position in the private sector.
- (iv) Computer proficiency.
- (v) A thorough demonstrable knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write reports in a clear, concise and understandable manner.
- (vi) An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly; and
- (vii) Demonstrated outstanding administrative/managerial capability in the organization of the Research services.
- (viii) A strategic Leadership course last a period of six (6) weeks from a recognized institution will be an added advantage.

6. SENIOR MAINTENANCE OFFICER - JOB GROUP P (ONE POSITION)

Duties and Responsibilities

Duties and responsibilities will include:-

- (i) The coordination and supervision of estate management function.
- (ii) Implementation of policy programmes in areas of property management.
- (iii) Coordination of building surveying and project administration.
- (iv) Advising on contractual matters and tendering procedures.
- (v) Overseeing feasibility studies, due diligence and property valuation.
- (vi) Facilitate the identification of estates for redevelopment.
- (vii) Coordinating environmental impact assessments and audits.
- (viii) Supervising, managing and developing staff.

Requirements for Appointment

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

- (i) Bachelor's degree in any of the following: Housing Administration, Architecture, Land Economics, Urban/Regional Planning, Construction Management, Property Management and Valuation, Facilities Management, Business Administration, Structural/Civil/Building/Electrical/Mechanical Engineering or any other equivalent and relevant qualification from a recognized Institution.
- (ii) Registration by any of the following Bodies: Institution of Surveyors of Kenya, Board of Architects and Quantity Surveyors, Physical Planners Registration Board and Engineers Registration Board or any other relevant and recognized body; and
- (iii) A certificate in Senior Management Course from a recognized institution will be an added advantage.
- (iv) Gained wide experience of not less than five (5) years and demonstrated competence in the organization of estate management.

7. ACCOUNTANT I – JOB GROUP K (TWO POSITIONS)

Duties and Responsibilities

- (i) verification of vouchers and committal documents in accordance with laid down rules and regulations;

- (ii) data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers
- (iii) preparation of simple management reports e.g. imprest and expenditure returns etc.,
- (iv) safe custody of Assembly records and assets under him/her,
- (v) receiving duly processed payments and receipt vouchers;
- (vi) writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis;
- (vii) arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- (viii) extracting and providing cash liquidity analysis;
- (ix) ensuring security of cheques and cheque books;
- (x) preparation of expenditure and Authority to Incur Expenditure (AIE);
- (xi) paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
- (xii) Receipting of all money due and payable to government.

Requirements for Appointment

For Appointment to this grade, a candidate must have:-

- i. Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination.
- ii. Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.
- iii. Certificate in Computer Applications; and
- iv. Shown merit and ability as reflected in work performance and results.

8. FINANCE OFFICER I - JOB GROUP K (TWO POSITIONS)

Duties and Responsibilities.

- (i) Compiling, analyzing and formatting financial estimates;
- (ii) Taking initial action on budget monitoring; and
- (iii) Preparing reports and briefs on budgetary policy issues from user departments.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Bachelor's degree in any of the following disciplines:- Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance or any other equivalent Qualification from a recognized institution; and
- (ii) Proficiency in computer application.

9.ARTISAN 1- (MECHANICAL) JOB GROUP H (ONE POSITION)

Duties and Responsibilities

- (i) Officers at this level will supervise repairs of buildings, plant and equipment and painting as performed by other artisans.
- (ii) Perform repair of buildings, plant and equipment.
- (iii) Painting under the supervision of a senior officer.
- (iv) Fixing of what is damaged, broken, or not working properly.
- (v) Budget for materials and labour;
- (vi) Carrying out Electrical and mechanical works;

Requirements for Appointment

For Appointment to this grade, a candidate must have:-

- (i) Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
- (ii) At least 5 years relevant working experience.

10. SUPPLY CHAIN MANAGEMENT ASSISTANT I – JOB GROUP K (ONE POSITION)

Duties and Responsibilities:-

- (i) Implementing existing supplies regulations, procedures and system;
- (ii) Carrying out internal monitoring and evaluation on procurement;
- (iii) Assessing the performance of suppliers and contractors;
- (iv) Preparing procurement plans in accordance with budget process;
- (v) Coordinating the preparation and implementation of procurement manual;
- (vi) Conducting stock control, stock taking and stock audit; and
- (vii) Implementing e-procurement strategies.

Requirement for Appointment:**For appointment, a candidate must have:-**

- (i) Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
- (ii) Certificate in computer application skills;
- (iii) Registered with a professional body (KISM) and membership of good standing;
- (iv) Hold a practicing certificate; and
- (v) Demonstrated integrity, professional competence as reflected in work performance and results.

11. STORES OFFICER I - JOB GROUP H (ONE POSITION)**Duties and Responsibilities:-**

- (i) Taking stock of stores;
- (ii) Checking the stationery issues against requisition;
- (iii) Ensuring goods delivered by suppliers are of the right quality and quantity; delivering stores to other departments/divisions;
- (iv) Preparing payment vouchers for suppliers; and
- (v) Distributing quotations requests.

Requirement for Appointment:**For appointment, a candidate must have:-**

- (i) Diploma in Supply Chain Management or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer application skills;
- (iii) Registered with a professional body (KISM);
- (iv) Hold a practicing certificate; and
- (vi) Demonstrated integrity, professional competence as reflected in work performance and results.

APPLICATION PROCEDURE:-

Candidates interested in the above positions **must** have the following clearances;

- 1) Certificate of good conduct from the Criminal Investigations Department (CID);
- 2) Clearance certificate from the Higher Education Loans Board (HELB);
- 3) Tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- 4) Certificate from Ethics & Anti-corruption Commission (EACC).

Persons interested in filling the above positions should submit applications accompanied by Curriculum Vitae, certified copies of relevant Academic and Professional Certificates, National Identity Card/Passport, and other relevant supporting documents/testimonials.

All applicants should clearly indicate the **POSITION APPLIED FOR MARKED ON THE ENVELOPE** and be addressed to:

**THE CLERK/SECRETARY,
COUNTY ASSEMBLY SERVICE BOARD,
COUNTY ASSEMBLY OF KILIFI,
P. O BOX 332-80200,
MALINDI.**

Applications should reach the Office of the Clerk/Secretary, County Assembly Service Board of Kilifi OR via email on **klfassembly@gmail.com** on or before close of business on **Thursday, 30th December 2021**.

Only shortlisted candidates will be contacted.

NOTE: THE COUNTY ASSEMBLY OF KILIFI IS AN EQUAL OPPORTUNITY EMPLOYER.