

## COUNTY ASSEMBLY OF KILIFI



## VACANCY

<b>JOB TITLE</b>	<b>:</b>	<b>CLERK OF ASSEMBLY</b>
<b>DEPARTMENT</b>	<b>:</b>	<b>CLERK</b>
<b>RESPONSIBLE TO</b>	<b>:</b>	<b>THE SPEAKER</b>
<b>RESPONSIBLE FOR</b>	<b>:</b>	<b>COUNTY ASSEMBLY STAFF</b>
<b>OBJECTIVE</b>	<b>:</b>	<b>SECRETARY TO THE BOARD AND OVERSEES THE ADMINISTRATIVE DUTIES OF THE COUNTY ASSEMBLY.</b>

### **FUNCTIONS.**

- i. Ensuring timely processing and orderly disposal of the agenda of the County Assembly also known as Orders of the Day.
- ii. Overseeing smooth and efficient operation of Select Committees;
- iii. Provision of information and research for the Speaker and Members
- iv. Ensuring production of accurate record of the House Business I form of Votes and Proceedings.
- v. Marshalling all decisions arrived at by the County Assembly , preparing and producing them pursuant to specified format set out in the Constitution of Kenya; the statutes; the Standing Orders; Precedents; the traditions; and practices.
- vi. Implementing the resolutions of the County Assembly Service Board to ensure the Members and Staff are properly facilitated to discharge their mandates at the County Assembly.

### **MAIN DUTIES AND RESPOSIBILITIES.**

1. The Administrative head of the County Assembly.
2. The Accounting Officer / Authorized Officer for the County Assembly.
3. Secretary to the County Assembly Service Board of Kilifi.
4. Responsible for implementation of all policy decisions of the County Assembly Service Board.

5. Responsible for Enhancing Public understanding and knowledge of the work of the County Assembly and increasing Public accessibility.
6. The Principle Adviser on all legislative procedures, practices , convention and traditions to the Speaker of the County Assembly , other presiding Officers and to all Honorable Members of the County Assembly.
7. The Chief Advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through the Speaker, to the House. He acts under authority and takes decisions in the name of the Speaker. Orders passed by the Clerk are the Orders in the name of the Speaker, and the latter accepts full responsibility for those orders.
8. Responsible for marshalling all Legislative measures passed by the County Assembly.

#### **REQUIREMENTS FOR APPOINTMENT.**

- i. Should be a Kenyan Citizen.
- ii. Holds a degree from a university recognized in Kenya or its equivalent.
- iii. Has had at least 5 years of relevant professional experience.
- iv. Meets the requirements of Leadership and Integrity set out in Chapter 6 of the Constitution of Kenya 2010.

#### **APPLICATION CRITERIA**

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

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants MUST obtain the following:

- i. Tax compliance certificate from Kenya Revenue Authority;
- ii. Clearance certificate from HELB;
- iii. Clearance certificate from Ethics and Anti-Corruption Commission;
- iv. Criminal investigation Department; and
- v. Credit Reference Bureau.

All applications should clearly be marked to;

**The Chairperson  
County Assembly Service Board  
County Assembly of Kilifi  
P.O. Box 332-80200  
MALINDI.**

And may be hand delivered to the office of the Speaker/Chairperson of the County Assembly Service Board located at the Assembly Premises of the former County Council of Kilifi Building – Malindi so as to reach him **not later than 20<sup>th</sup> August 2018 at 4.30 pm.**

**NOTE:** The County Assembly is an equal opportunity employer.