

**1. SENIOR INFORMATION AND PUBLIC COMMUNICATIONS OFFICER (CASB 5)
(ONE POSITION) – JG ‘L’**

Basic Salary - 35,910; House Allowance – 22,000; Commuter Allowance 6,000

Duties and responsibilities

- Coordinate all Public Relations related activities including publishing of brochures, handbooks, flyers, CDs etc.
- Updating of the County Assembly website in liaison with the IT Department
- Coordination of outreach programs
- Coordinating and receiving of visitors to the Assembly
- Prepare press releases; reacting to media stories and proactive media reporting through the available channels.
- Developing comprehensive corporate communication strategies.
- Keeping and maintaining all corporate communication records.
- Providing professional assistance in all areas of Communication, Public Relations and Media Relations
- Coordinating with the County Assembly Broadcast Unit on broadcast/media aspects

Requirements for Appointment

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

- A Degree in Public Communication, Journalism, Public Relations, Mass Communication, International Relations, Social Science or any other relevant qualifications from a recognized institution.
- have satisfactorily served as an Information and Public Communications Officer 2 or an equivalent position for a minimum period of three (3) years
- Must demonstrate administrative management skills and sound knowledge of media, public relations and communication ability.
- Be competent in use of IT as a working tool.
- Good written and verbal communication skills.

2. SENIOR SUPPORT STAFF/ARTISAN (CASB 3) (ONE POSITION) – JG ‘H’

Basic Salary - 19,323; House Allowance – 4,500; Commuter Allowance - 4,000

Duties and responsibilities

- Perform repairs of buildings, furniture and equipment
- Painting under the supervision of a senior officer
- Fixing of facilities that are damaged, broken, or not working properly

Requirements for Appointment

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

- Possess a Certificate in Construction / Electrical Engineering/ Masonry/ Carpentry/ Plumbing.
- KCSE D+ or its equivalent.
- Shown merit and ability as reflected in work performance and results.

3. PRINCIPAL INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (CASB 7) (ONE POSITION) – JG “N”

Basic Salary - 48,190; House Allowance – 25,500; Commuter Allowance 8,000

Duties and Responsibilities

- Receiving and installing Information Communication Technology equipment and systems
- Designing, coding, testing and implementing computer programs
- Research and development of ICT standards, guidelines and approaches and coordination of their consistent and efficient application in the Assembly
- Providing user support
- Maintaining support systems and training of users
- Maintenance of computer systems ,carrying out repairs and maintenance of Information Communications Technology equipment and associated peripherals
- Provision of advisory services on all matters related to information technology

Requirements for appointment

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

- A Degree in any of the following fields: Information Communication Technology, Computer Science/ or in Electronic / Electrical Engineering from a recognized institution.
- Served in the grade of Chief ICT Officer or in an equivalent and relevant position for a period of three (3) years
- Shown merit and ability as reflected in work performance and results

4. ASSISTANT OFFICE ADMINISTRATOR 1 (CASB 4)(ONE POSITION) – JG “K”

Basic Salary - 31,020; House Allowance – 12,800; Commuter Allowance 5,000

Duties and Responsibilities

- Recording dictation in shorthand and transcribing it in typewritten form
- Typing from drafts, manuscripts or recording from dictation machines
- Processing data and managing e-office
- Ensuring security of office records; documents and equipment; including classified materials

- Preparing responses to simple routine correspondence
- Attending to visitors/clients
- Management of office protocol; managing of office petty cash; handling telephone calls and appointments
- Operating office equipment

Requirements for Appointment

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

- Possession of a Diploma in Secretarial Studies from the Kenya National Examinations Council or a Diploma in Business and Office Management or equivalent qualifications from a recognized institution
- Served in the grade of Assistant Office Administrator 2 or any other relevant and comparable position for a minimum period of three (3) years
- The following qualifications from the Kenya National Examination Council:
 - (i) Shorthand II (80 w.p.m.)
 - (ii) Typewriting III (minimum 50 w.p.m.)/Computerized Document Processing III
 - (iii) Office Practice II
 - (iv) Business English II /Communications I
 - (v)Commerce II
 - (vi) Secretarial Duties II
- Proficiency in Computer Applications
- Good administration and organization skills
- Interpersonal and good public relations skills
- Good written and verbal communication skills
- Ability to multi-task

5. DRIVER 2 (CASB 2) (THREE POSITIONS) – JG “E”

Basic Salary -11,370; House Allowance – 3,730; Commuter Allowance - 3,000

Duties and responsibilities

- Driving a motor vehicle as authorized
- Maintenance of work tickets for vehicles assigned
- Detecting and reporting malfunctioning of vehicles systems
- Maintaining cleanliness of the vehicle
- Ensuring security and safety for the vehicle on and off the road
- Carrying out routine checks on the vehicle’s cooling, oil, electrical and brake systems, tyre pressure
- Ensuring Safety of the passengers and/or goods therein
- Ensuring that the vehicle’s insurance cover is up to date at all times

Requirements for Appointment

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

- KCSE D or its equivalent from a recognized institution
- A valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive
- Certificate of Good Conduct
- A First Aid certificate lasting more than 1 week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
- Passed Suitability Test for Driver Grade III
- At least two (2) years driving experience

6. HANSARD EDITOR (CASB 9) (ONE POSITION) – JG “Q”

Basic Salary 89,748; House Allowance 28,000; Commuter Allowance 14,000

Duties and responsibilities

- Developing and maintain policies, rules, standards and procedures governing Hansard production.
- Liaising with County Government departments, the public media and other Commonwealth Editors’ Associations and Unions
- Overseeing implementation of departmental initiatives, projects and programs
- Providing appropriate advice on matters relating to the Hansard Department of County Assembly
- Coordinating and controlling operations in the department to ensure smooth running of the Assembly’s activities
- Recording, translating and transcribing proceedings of the County Assembly and the committees
- Keeping in custody, archive and retrieve Hansard reports and audio records of the County Assembly and committees
- Reviewing transcriptions and correcting errors by amending, deleting or adding information.
- Organizing information for orderly storage and retrieval by sorting, classifying and indexing.
- Search for fresh information/facts by consulting appropriate sources of information
- Maintaining links with County Government Departments, the public media and other Commonwealth Editors’ Associations and Unions.

Requirements for appointment

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

- Served as an Assistant Hansard Editor or in a comparable equivalent position for a minimum period of three years in a reputable institution.
- Bachelors degree in Linguistics majoring in English and Kiswahili, or Journalism or Social Sciences or its equivalent qualifications from a recognized University
- Post – graduate Diploma in Journalism/Mass Communication from a recognized institution.
- Masters Degree in a relevant discipline from a recognized institution will be an added advantage
- Thorough understanding of the national goals, policies and objectives and be able to relate them to the functions of the County Assembly.
- Excellent communication skills and computer skills
- Demonstrated Leadership Skills

7. SIGN LANGUAGE INTERPRETER (CASB 4) (1 POSITION) – JG “K”

Basic Salary - 31,020; House Allowance – 12,800; Commuter Allowance 5,000

Duties and Responsibilities

- Translating the spoken word into sign language and vice versa
- Responsible for helping deaf or hearing impaired individuals understand the proceedings of the plenary and committees of the assembly.
- Facilitating communication with the deaf through sign language
- Serve as a liaison between County assembly and the deaf community
- Any other duty assigned by his/her supervisor

Requirements for appointment

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

- A Diploma or Certificate in sign language from a recognized institution
- Three (3) years work experience of sign Language and interpretation
- Good listening and communication skills
- Knowledgeable in County Assembly procedures, proceedings and operations.
- Possess ability to research and use the same in interpreting the proceedings of the assembly
- Proficiency in Computer Application Skills
- A Diploma in Journalism/Mass Communication/Linguistics will be an added advantage

8. SECOND CLERK ASSISTANT(CASB 5) (4 POSITIONS) – JG “L”

Basic Salary - 35,910; House Allowance – 22,000; Commuter Allowance 6,000

Duties and Responsibilities

- Assisting in ensuring adherence to parliamentary procedure, practice, conventions, tradition and etiquette
- Research involving search for fresh testimonials by consulting appropriate sources like documents or persons
- Offering administrative services to the various County Assembly Committees
- Organizing activities pertaining to seminars and conferences for members of County Assembly and Staff
- Any other duties as may be assigned by the Clerk

Requirements for appointment

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

- A Degree from a university recognized in Kenya in any of the fields in Law, Finance, Management, Economics, Education, Planning, Development Studies, Gender Studies and Accounting
- Demonstrate flair for Commonwealth and Kenyan Legislative procedure
- Demonstrate interest and commitment to the aims, objectives and principles of a devolved legislature.
- Good command of spoken and written English and Kiswahili coupled with report writing skills.
- Be competent in use of IT as a working tool.

9. SENIOR RECORDS MANAGEMENT OFFICER (CASB 5) (1 POSITION) – JG “L”

Basic Salary - 35,910; House Allowance – 22,000; Commuter Allowance 6,000

Duties and Responsibilities

- Effective organization and administration of records management services in accordance with existing human resource policies, rules and regulations in the County Assembly with a view of ensuring that the records are easily accessible and up to date at all times.
- Manage the filing system of both personnel and subject files including Committees
- Indexing and retrieval of files.
- Ensuring pending correspondence and bring ups are checked and appropriate action taken
- Ensuring Mails are received, sorted, opened and dispatched and related registers maintained
- Ensuring security of information documents, files and office equipment
- Initiate appraisal and disposal of old documents in liaison with National Archives and Documentation Services
- Supervise, guide and develop staff working under him/her

Requirements for appointment

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

- A Degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized institution
- Served in the grade of Records Management Officer 1 or in a comparable position and relevant position in the Public Service for a minimum period of 3 years.
- Shown merit and ability as reflected in work performance and results.
- Be competent in use of IT as a working tool.

10. RECORDS ASSISTANT 3 (CASB 3) (1 POSITION) – JG “H”

Basic Salary - 19,323; House Allowance – 4,500; Commuter Allowance - 4,000

Duties and Responsibilities

- Filing and marking letters for action
- Updating and maintaining up to date file movement records
- Ensuring security of files and documents
- Ensuring receipt and proper dispatch of mails and maintaining related registers

Requirements for appointment

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

- A Certificate in any of the following disciplines; - Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution.
- Proficiency in computer application skills.

11. SENIOR LEGAL COUNSEL 2 (CASB 7) (1 POSITION) – JG “N”

Basic Salary - 48,190; House Allowance – 25,500; Commuter Allowance 8,000

Duties and Responsibilities

- Drafting of Private Members’ Bills
- Drafting of amendments to Bills to be proposed to the House by any Member of County Assembly or any Committee of County Assembly
- Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly.
- Providing legal advice to the CASB, County Assembly and its Committees
- Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk
- Ensuring that Bills passed by County Assembly comply with the Constitution

Requirements for appointment

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

- A Bachelors of Law degree from a recognized university
- Be admitted as an Advocate of the High Court of Kenya
- Be in possession of a Current Practicing Certificate
- Have work experience in the relevant field for at least three (3) years
- Good written and verbal communication skills
- Ability to multi-task
- Be proficient in the use of basic computer applications

12. FISCAL ANALYST 1 (CASB 6) (1 POSITION) – JG “M”

Basic Salary - 41,590; House Allowance – 22,000; Commuter Allowance 8,000

Duties and Responsibilities

- Carrying out commissioned Budget analysis and research on specific areas as directed by the Clerk
- Collecting and Collating budgetary information from various sources for analysis
- Maintaining relevant statistics on revenue and expenditure figures
- Preparation of County Assembly annual estimates for approval
- Designing and conducting relevant Budget research on specific areas of interest;
- Assisting in preparing and delivering budgetary information to members and relevant House Committees;
- Assisting in Budget workshops planning and participating in the workshops
- Assisting in formulating the Assembly’s Annual Work Plan, monitoring and evaluating its implementation.

Requirements for appointment

For appointment to this grade, a candidate must;-

- Have a degree in Economics/Statistics/Mathematics from a recognized University;
- Have served as a Fiscal Analyst 2 for three (3) years or in a similar position in the Public Service;
- Have general understanding of national budgetary process and public fiscal policies
- Be a team player with good communication and interpersonal skills.
- Be proficient in the use of basic computer applications

13. LEGAL CLERK ASSISTANT 1 (CASB 4) (1 POSITION) – JG “K”

Basic Salary - 31,020; House Allowance – 12,800; Commuter Allowance 5,000

Duties and Responsibilities

- Facilitating service of legal documents
- Collecting, circulating and filing published bills and subsidiary legislation
- Filing court documents and any other legal documents
- Organizing the legal department registry
- Drafting legal documents under the supervision of the Legal Counsel
- Conducting research
- Providing any other clerical services that may be required by the County Assembly, the Committees, the Speaker, CASB or the Clerk

Requirements for appointment

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

- A Diploma in Law from a recognized institution.
- Served in the Grade of the Legal Clerk or in a comparable and relevant position for a minimum of three (3) years.
- Possession of a current Process Server’s Certificate
- Proficiency in computer application skills

14. SENIOR CLERICAL OFFICER (CASB 3) (1 POSITION) – JG “H”

Basic Salary - 19,323; House Allowance – 4,500; Commuter Allowance - 4,000

Duties and Responsibilities

- Collating and compiling data
- Preparing vouchers
- Recording, folioing and filing documents
- Indexing of documents and records
- Photocopying and scanning documents
- Processing of documents
- Controlling movement of records and files
- Managing registers
- Verifying and analyzing data
- Drafting correspondences
- Preparing and verifying data and documents
- Ensuring safe custody of documents, equipment and records

Requirements for appointment

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

- Served in the Grade of Clerical Officer I or an equivalent position for a minimum of (3) three years
- Certificate in any of the following fields; Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Supply Chain Management or any other equivalent qualification from a recognized institution.
- Proficiency in Computer Application skills

15. PROCUREMENT OFFICER 2 (CASB 5) (1 POSITION) – JG “L”

Basic Salary - 35,910; House Allowance – 22,000; Commuter Allowance 6,000

Duties and Responsibilities

Assisting the Senior Procurement Officer in;-

- Initiating procurement policies for the County Assembly
- Implementing existing supplies regulations, procedures and systems
- Recommending disposal of unserviceable stores
- Implementing procurement manual
- Preparing procurement plans
- Sourcing for suppliers
- Conducting stock control
- Stock taking and stock audit
- Implementing e-procurement strategies

Requirements for appointment

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

- Served in a comparable position for a minimum period of two (2) years
- Bachelors Degree in any of the following disciplines;-Supply Chain Management, Commerce (Supply Chain Management Option), Procurement or any other relevant qualification from a recognized institution.
- Proficiency in computer application skills

16. PRINCIPAL CLERK ASSISTANT (CASB 9) (1 POSITION) – JG “Q”

Basic Salary 89,748; House Allowance 28,000; Commuter Allowance 14,000

Duties and Responsibilities

- Offering advice on County Assembly procedures and practices to the Speaker, other Presiding officers and Members of County Assembly.
- Assisting in ensuring adherence to parliamentary procedure, practice, conventions, tradition and etiquette.
- Coordinating operations of a group of functions in any of the divisions such as Procedural, Research, Committees and Legislative.
- Offering administrative services to various types of Assembly committees including CASB.
- Coordinating operations of the Speaker’s Chambers.
- Research involving search for fresh information/facts by consulting appropriate sources like documents or persons.
- Coordinating operations and functions of the legislature such as activities pertaining to seminars and conferences for members of County Assembly and Staff.
- Preparing the Order Papers.
- Drafting and preparing votes and proceedings of plenary sittings.

Requirements for appointment

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

- Served in the Grade of Senior Clerk Assistant 1 or in a comparable position for a minimum period of three (3) years
- Bachelors Degree in Social Sciences or Political Science/Sociology/Economics/Public Administration/Law/Business Administration/Education or its equivalent from a recognized institution
- Certificate in Management from a recognized institution
- Proficiency in computer application skills
- Demonstrated integrity and professional competence as reflected in work performance and results.
- Demonstrated Leadership Skills

Application Process

All applicants should attach copies of current clearances from CID, HELB, KRA, EACC and from any of the Credit Reference Bureaus to their application.

Applications in a sealed envelope together with the detailed curriculum vitae, copies of academic and professional certificates, national identity card, testimonials, clearances and any other relevant supporting documents clearly marked the post applied for on the right hand side of the envelope should be addressed to:

THE CLERK
COUNTY ASSEMBLY OF NYERI
P.O. BOX 162-10100
NYERI

So as to be received on or before Wednesday 7th June, 2017.

All the positions are on Permanent and Pensionable terms.

Only qualified and shortlisted candidates shall be contacted.