



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYAMIRA
THE COUNTY ASSEMBLY
OFFICE OF THE CLERK**



P.O Box 590-40500, Nyamira

Website: www.nyamiraassembly.go.ke

E-mail: info@nyamiraassembly.go.ke

ADVERTISEMENT OF VACANCIES

The County Assembly of Nyamira Service Board (CASB) wishes to invite applications from suitably qualified persons to fill the following positions: -

1. FISCAL ANALYST I, JOB GRADE "K"/CASB 9 (2Posts)

Duties and Responsibilities

- (i) Assisting in preparing budgetary information reports to Members of County Assembly (MCAs) and relevant House Committees;
- (ii) Collecting and collating budgetary information from various sources for analysis;
- (iii) Analysis of County Integrated Development Plan (CIDP) in relation to annual budgets;
- (iv) Monitor budgetary cycle and ensure compliance;
- (v) Maintaining relevant statistics on public revenue and expenditure figures; and
- (vi) Carrying out commissioned Budget research on specific area of interest

Requirements for Appointment

- (i) Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
- (ii) Have a good knowledge of Public Finance;
- (iii) Have a general understanding of national budgetary process and public fiscal policies; and
- (i) Have proficiency in the use of basic computer applications.

2. DRIVER I, JOB GRADE "G"/ CASB 12 (1 Post)

Duties and Responsibilities

- (i) Driving vehicles as authorized;
- (ii) Carrying out routine checks on the vehicles;
- (iii) Maintenance of work tickets for vehicles assigned;
- (iv) Ensuring security and safety of the vehicle on and off the road;
- (v) Ensuring safety of the passengers and/or goods therein;
- (vi) Maintaining cleanliness of the vehicle; and
- (vii) Ensuring adherence to and observations of traffic laws

Requirements for Appointment

- (i) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (ii) Kenya certificate of Secondary Education mean grade D (plain) or any other equivalent and relevant qualification from a recognized institution; and
- (iii) Valid Certificate of Good conduct

3. RESEARCH OFFICER I, JOB GRADE "K"/ CASB 9 (2 Posts)

Duties and Responsibilities

- (i) Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- (ii) Initiating and conducting anticipatory research and analysis on key policy issues;
- (iii) Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- (iv) Maintaining a periodically updated inventory of publications on current issues;
- (v) Handling legislation and major public policy issues/questions;
- (vi) Ensuring quality control in the preparation of research papers, briefing notes and particular points of view; and
- (vii) Providing back up to County Assembly committees

Requirements for Appointment

- (ii) Bachelor's degree in Statistics, Economics, Social Sciences, political science, commerce or relevant equivalent qualification from a recognized institution;
- (iii) Have attained a minimum of C+ (plus) in the Kenya Certificate of Secondary Education (KCSE) or its equivalent with a C+ (plus) or above in English;
- (iv) Have a thorough knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write, edit in a clear, concise and understandable manner; and
- (v) Have proficiency in the use of basic computer applications.

4. CLERK ASSISTANT I, JOB GRADE "K" / CASB 9 (2 Posts)

Duties and Responsibilities

- (i) Taking charge of Committees and arranging their business by providing secretariat services;
- (ii) Taking minutes and writing reports of the assigned Assembly Committees;
- (iii) Assisting in drafting of Bills, Statements and Motions;
- (iv) Advising Committee Chairperson on procedural issues;
- (v) Searching for fresh information/facts by consulting appropriate sources like documents or persons;
- (vi) Conduct specific legislative research and studies for committees and Members;
- (vii) Advising the Speaker and Members on the rules, practices and precedents of the Assembly;
- (viii) Preparing draft procedural rulings based on standing order, practice and precedents for approval by the Speaker;
- (ix) Keeping accurate records of the House votes and proceedings, motions, scripts and written procedure required for conduct of House business;
- (x) Providing procedural and administrative support and maintaining committee records;
- (xi) Providing logistics for the committees;
- (xii) Preparing and updating House business trackers; and

- (xiii) Drafting of order paper

Requirements for Appointment

- (i) Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
- (ii) Possess at least a C+ (plus) in KCSE or its equivalent qualification with a C+ (plus) in either English or Kiswahili or similar qualifications in the equivalent of KCSE;
- (iii) Demonstrate knowledge and understanding of the roles and functions of the legislature;
- (iv) Demonstrate knowledge and understanding of basic legislative processes;
- (v) Demonstrate possession of writing skills; and
- (vi) Experience or training in the legislative process and procedure will be considered a competitive advantage for appointment to the position;
- (vii) Have proficiency in the use of basic computer applications.

5. SUPPLY CHAIN MANAGEMENT/PROCUREMENT OFFICER I, JOB GRADE "K"/CASB 9 (2 Posts)

Duties and Responsibilities

- (i) Supervises Supply Chain Management Officer II and Clerical Officers attached to the department;
- (ii) Implementing existing supplies regulations, procedures and system
- (iii) Carrying out internal monitoring and evaluation on procurement;
- (iv) Assessing the performance of suppliers and contractors;
- (v) Preparing procurement plans in accordance with budget process;
- (vi) Coordinating the preparation and implementation of procurement manual;
- (vii) Conducting stock control, stock taking and stock audit;
- (viii) Implementing e-procurement strategies;
- (ix) Initiating payments in IFMIS; and

- (x) Ensuring Efficient and effective utilization of assembly store supplies.

Requirements for Appointment

- (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) Must be conversant with and knowledgeable on public procurement procedures and systems; and
- (iii) Have proficiency in the use of basic computer applications.

6. COMMISSIONAIRE III, JOB GRADE "J"/CASB 10 (1 Post)

Duties and Responsibilities

- (i) Preventing any interruption as the County Assembly meeting is in progress;
- (ii) Ensuring security at public gallery within the County Assembly;
- (iii) Serving Members in the chamber;
- (iv) Controlling the press in the public gallery when the County Assembly is in progress;
- (v) Controlling conduct the public gallery to ensure decorum in the County Assembly;
- (vi) Distribution of order paper in the plenary; and
- (vii) Ring quorum bell any time there is a plenary session or otherwise as may be ordered by the Speaker.

Requirements for Appointment

- (i) Have Kenya Certificate of Secondary Education mean grade C Plus or its equivalent;
- (ii) Have a Certificate in Security Management/criminology/Investigations and Forensic studies or any other relevant qualification from a recognized institution;
- (iii) Have First Aid certificate and/or fire-fighting certificate /Disaster management certificate

7. CHIEF LEGAL OFFICER, JOB GRADE "M" / CASB 7 (1 Post)

Duties and Responsibilities

- (i) Drafting of Private Members' Bills; drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- (ii) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- (iii) Providing legal advice to the County Assembly Service Board (CASB), County Assembly Service, County Assembly and its Committees;
- (iv) Ensuring that Bills passed by County Assembly comply with the Constitution;
- (v) Liaising with the Office of the Attorney General on litigation matters involving County Assembly;
- (vi) Legal representation of County assembly and the CASB in court proceedings;
- (vii) Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- (viii) Providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB, County Assembly Service or the Clerk; and
- (ix) Undertaking legal research on matters before the Legal Department

Requirements for Appointment

- (i) Have served in the grade of Senior Legal Officer or in a comparable position for a minimum period of three (3) years;
- (ii) Have a Bachelor of Laws degree from a recognized institution;
- (iii) Have been admitted as an Advocate of the High Court of Kenya;
- (iv) Membership to Law Society of Kenya or any recognized equivalent professional body;
- (v) Be in possession of a valid practicing certificate;
- (vi) Shown merit and ability as reflected in work performance and results; and
- (viii) Have proficiency in the use of basic computer applications

8. LEGAL OFFICER I, JOB GRADE "K"/ CASB 9 (1 Post)

Duties and Responsibilities

- (i) Facilitating service of legal documents;
- (ii) Collecting, circulating and filing published bills and subsidiary legislation;
- (iii) Filing court documents and any other legal documents;
- (iv) Organizing the Legal department Registry;
- (v) Drafting legal documents under the supervision of the Head of department;
and
- (vi) Providing any other legal services that may be required by the County Assembly, the Committees, the Speaker, CASB, the Clerk and the Assembly Service.

Requirements for Appointment

- (i) Bachelors of Law degree from recognized institution;
- (ii) Post graduate Diploma from Kenya School of Law (KSL);
- (iii) Have been admitted as an Advocate of the High Court of Kenya; and
- (iv) Have proficiency in the use of basic computer applications

How To Apply

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 NYAMIRA
P. O BOX 590-40500,
NYAMIRA.**

Applications should reach the Office of the Clerk/Secretary, County Assembly Service Board of Nyamira on or before close of business on **Thursday 26th May,2022**.

Note: Only shortlisted candidates will be contacted.

THE COUNTY ASSEMBLY OF NYAMIRA IS AN EQUAL OPPORTUNITY EMPLOYER