



COUNTY ASSEMBLY OF NAKURU

COUNTY ASSEMBLY SERVICE BOARD

VACANT POSITIONS

The Nakuru County Assembly Service board is a body corporate established by Section 12 of the County Government Act, 2012. The Board is inter-alia, mandated by law to constitute offices in the assembly service. Consequently, the Board invites applications from suitability qualified Kenyans to fill the following vacant positions.

The positions are permanent and pensionable.

DIRECTORATE OF HANSARD, ICT & PUBLIC RELATIONS

1. CHIEF ICT OFFICER (NKU CASB 07-ONE POSITION)

The office holder shall work directly under and report to the Director Hansard, ICT & Public Relations.

a) Duties and Responsibilities

- (i) Coding, testing and implementing computer programs;
- (ii) Providing user support;
- (iii) Maintaining support systems and training of users;
- (iv) Maintaining of Information Communication Technology equipment and associated peripherals;
- (v) Certifying of information Communication Technology equipment;
- (vi) Configuring of new Information technology equipment;
- (vii) Maintaining data protection system;
- (viii) Installing and supporting servers;
- (ix) Installing and deployment of relevant hardware and software;
- (x) Implementing the County Assembly's computer systems.

b) Requirements for appointment

- (i) Degree in any of the following disciplines:- Computer Science, Information Technology, Business Information Technology majoring in ICT, or its equivalent qualification from a recognized institution; and
- (ii) Secondary Certificate mean grade C+(plus)

c) Salary and Remuneration

Basic salary	44,750
House Allowance	20,000
Other Allowances	8,000

2. ICT ASSISTANT II(NKU CASB 09 -ONE POSITION)

The office holder shall work directly under and report to the computer programmer.

(a) Duties and Responsibilities

- (i) Designing , coding;
- (ii) Testing and implementing computer programs;
- (iii) Providing user support;
- (iv) Maintaining support systems and training of users;
- (v) Repairing of Information Communication Technology equipment and associated peripherals;
- (vi) Receiving and installing Information Communication Technology equipment;
- (vii) Configuring of new Information technology equipment.

(b) Requirements for Appointment a candidate must have;

- (i) Degree in any of the following disciplines:- Computer Science, Information Technology majoring in ICT ,Business Information Technology majoring in ICT or its equivalent qualification from a recognized institution;
- (ii) Secondary Certificate mean grade C+(plus)

(c) Salary and Remuneration

Basic salary	34,260
House Allowance	10,000
Other Allowances	5,000

3. HANSARD REPORTER III (NKU CASB 09–TWO POSITIONS)

The office holder shall work directly under and report to the senior Hansard Editor

(a) Duties and Responsibilities

- (i) Ensuring timely and accurate transcription of Assembly proceedings;
- (ii) Undertaking independent verbatim reporting of Assembly proceedings and those of relevant committees /functions within or outside Assembly;
- (iii) Preparing transcripts for editing;
- (iv) Sorting , checking transcripts and ensuring accurate transcription; and
- (v) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

(b) Requirements for Appointment

- (i) Be in possession of a Degree in journalism, Mass Communication /linguistics majoring in English and Kiswahili.
- (ii) Be in possession in Typing II (30 W.P.M) and Audio Typing I and II;
- (iii) Secondary Certificate mean grade C+ (plus)
- (iv) Be able to demonstrate good knowledge of legislative procedures and the conduct of Assembly committee business;
- (v) Be computer literate with practical experience.

Salary and Remuneration

Basic salary	34,260
House Allowance	10,000
Other Allowances	5,000

4. PROTOCOL OFFICER II (NKU CASB 10 -ONE POSITION)

The office holder shall work directly under and report to the Deputy Director, Information & Public Communication.

(a) Duties and responsibilities

- (i) Arranging travel visas and accommodation and occasionally travelling with the Hon. Speaker to take notes and /or to provide assistance during official/ social events;
- (ii) Organizing and attending meetings and ensuring that the Hon. Speaker is well prepared for meetings;
- (iii) Managing social events as the Hon. Speaker may direct.
- (iv) Promoting harmony and co-existence among staff serving in the speaker's office.
- (v) Working closely with the Personal Assistant to the Speaker in managing and directing visitors and guests to the Office of the Speaker

(b) Requirements for appointment;

- (i) Diploma in mass communication, journalism ,Public relations or corporate Communication or its equivalent qualification from a recognized institution;
- (ii) Secondary Certificate mean grade C(Plain);
- (iii) Proficient in ICT tools;
- (iv) Relevant progressive work experience of not less than three years.

(c) Salary and Remuneration

Basic Salary	27,680
House Allowance	7,500
Other Allowances	4,000

DIRECTORATE OF COMMITTEE & LEGISLATIVE SERVICES

5. THIRD CLERK ASSISTANT (NKU CASB 09-FIVE POSITIONS)

The office holder shall work directly under and report to the Senior Clerk Assistant

(a) Duties and Responsibilities will entail

- (i) Taking charge of committees and arranging their business;
- (ii) Taking minutes and writing reports of the assembly committees;
- (iii) Assisting in drafting of bills and motions;
- (iv) Advising committee chairpersons on procedural issues;
- (v) Searching for fresh information/facts by consulting appropriate sources like documents or persons.

(b) Requirements for Appointment

- (i) Must be in possession of Bachelor's Degree in Social Sciences from a recognized University;
- (ii) Kenya Certificate of Secondary Certificate mean grade C +(plus)

(c) Salary Remuneration

Basic salary	34,200
House Allowance	10,000
Other Allowances	5,000

NB. Position is open to male candidates only.

DEPARTMENT OF LEGAL AND RESEARCH

6. RESEARCH OFFICER ASSISTANT III(NKU CASB 09-ONE POSITION)

The office holder shall work directly under and report to the Principal Legal Officer

(a) Duties and Responsibilities

- (i) Provision of non-partisan professional research assistance and analysis to members of committees and staff of the assembly;
- (ii) Initiating and conducting participatory 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, legalization and major public policy issues/questions;
- (v) Ensuring quality control in preparation of research papers, briefing notes and particular points of view and providing back up to County Assembly committees;

(b) Requirements for appointment

- (i) Bachelor's degree in Statics, Geography, economics, mathematics, social research or its equivalent from a recognized institution;
- (ii) Secondary Certificate mean grade C +(Plus)
- (iii) 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;
- (iv) Numeracy and confidence in using statistical techniques and computer based programs;

(v) Strong analytical skills;

(vi) Accuracy and attention to details

(c) Salary and Remuneration

Basic salary 34,260

House Allowance 10,000

Other Allowances 5,000

7. LIBRARIAN I (NKU CASB 10 -ONE POSITION)

The office holder shall work directly under and report to the Principal legal Officer.

(a) Duties and Responsibilities

- (i) Cataloguing, coding and classification of library materials;
- (ii) Shelving new and returned books and other information materials;
- (iii) Filing information materials and publications;
- (iv) Retrieving information from the library for use by clients;
- (v) Collecting documents and archiving /preserving information resources.

(b) Requirements for appointment

- (i) Have a Diploma in any of following disciplines:- Library Science, Information Science or any other equivalent qualification from a recognized institution;
- (ii) Have a Kenya Certificate of secondary Education (KCSE) mean Grade C (plain) with at least a C in Mathematics and either English or Kiswahili;
- (iii) Have attended a course in library studies at the Kenya Polytechnic or any other approved institution and awarded a certificate in librarianship;
- (iv) Thorough knowledge and understanding of the concepts and techniques of professional research , with particular emphasis on information;
- (v) Have a certificate in computer applications

(c) Salary and Remuneration

Basic salary	27,680
House Allowance	7,500
Other Allowances	4,000

SECURITY AND COMMISSIONEERING DEPARTMENT

8. SERJEANT AT ARMS ASSISTANT I(NKU CASB 09-ONE POSITION)

The office holder shall work directly under and report to the Serjeant at arms.

(a) Duties and Responsibilities

- (i) Deputizing Serjeant At Arms I;
- (ii) Posting of information on boards for members;
- (iii) Ensuring security for personnel and property;
- (iv) Providing fire and safety services;
- (v) Crowd control management;
- (vi) Investigating incidents;
- (vii) Maintaining decorum in the Assembly precincts;
- (viii) Crime detection and prevention.

(b) Requirements for appointment

- (i) Age-Between 25 and 35 years old;
- (ii) Be in possession of Diploma in Security Management
/investigations and forensic studies from a recognized institution;
- (iii) Have served in the disciplined forces for a period of not less than
five (5) years;
- (iv) Kenya Certificate of Secondary Certificate mean grade C+(Plus)
- (v) Be computer literate;
- (vi) Have certificate in firefighting and first aid;
- (vii) Must possess an exemplary service certificate;

- (viii) Be medically fit;
- (ix) Have no criminal record;
- (x) Minimum weight: Women -50kg (110 lbs)

(c)Salary and Remuneration

Basic salary	34,260
House Allowance	10,000
Other Allowances	5,000

NB. Position is open to female candidates only.

9. SERJEANT AT ARMS ASSISTANT III (NKU CASB 11- FOUR POSITIONS)

The office holder shall work directly under and report to the Serjeant at Arms I

(a) Duties and Responsibilities

- (i) Undertaking ceremonial and chamber duties;
- (ii) Attending to the chair;
- (iii) Maintaining members attendance register;
- (iv) Controlling the press in the gallery ;
- (v) Controlling dress code in the gallery.

(b)Requirements for Appointment

- (i) Be in possession of KCSE grade D+(Plus)
- (ii) Be in possession of paramilitary /military training certificate
- (iii) Age-between 18-30 years
- (iv) Be medically fit
- (v) Have no criminal record
- (vi) Have served satisfactorily for a period of not less than one year in a related field
- (vii) Minimum Weight
 - (a) Men- 54-55kg (120 lbs)
 - (b) Women -50kg (110 lbs)

(c)Salary and Remuneration

Basic salary	22,380
House Allowance	5,000
Other Allowances	4,000

Female candidates are encouraged to apply

10. SECURITY WARDEN III (NKU CASB 15- FOUR POSITIONS)

The office holder shall work directly under and report to the Serjeant at arms Assistant III.

(a) Duties and responsibilities

- (i) Allocation of mail to members' pigeon holes;
- (ii) Booking of visitors/guests at the entrances;
- (iii) Issuance of entry badges;
- (iv) Screening of strangers;
- (v) Storage of strangers' baggage;
- (vi) Preventing removal of institutional property without proper and authorized documentation;
- (vii) Handling of telephone services;
 - 11. Control of vehicular traffic/parking;
- (ix) Patrolling of offices, car parks and lounges;
 - 12. Perform security night duties.

(b) Requirements for Appointment

- (i) Be in possession of Kenya Certificate of Secondary Education grade D-(Minus) or its equivalent;
- (ii) Be in possession of a paramilitary training certificate; or have served satisfactorily in uniformed service for a period of not less than three (3) years;
- (iii) Have a first aid certificate.
- (iv) Be in possession of an exemplary service certificate.

(c)Salary and Remuneration

Basic salary	13,510
House Allowance	3,300
Other Allowances	3,000

Female candidates are encouraged to apply

DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION

11. HUMAN RESOURCE ASSISTANT II (NKU CASB 10-TWO POSITIONS)

The office holder shall work directly under and report to the Principal Human Resource Officer.

(a)Duties and responsibilities

- (i) Managing of personnel records;
- (ii) Compliment control in the payroll;
- (iii) Preparing records for ward staff / ward offices;
- (iv) Assisting in payroll amendments and effecting changes;

(b)Requirements for Appointment

- (i) Diploma in Human Resource Management or its equivalent qualification from a recognized institution;
- (ii) Secondary Certificate mean grade C (Plain)
- (iii) Must be computer literate;
- (iv) Must have good communication skills;
- (v) Must be a member of IHRM

(c) Salary and Remuneration

Basic Salary	27,680
House Allowance	7,500
Other Allowances	4,000

12. RECORDS ASSISTANT II (NKUCASB 10-TWO POSITIONS)

The office holder shall work directly under and report to the Senior Administrative Officer.

(a) Duties and Responsibilities

- (v) Receiving and dispatching letters;
- (vi) Maintaining related registers and labeling file covers;
- (vii) Ensuring proper handling of documents;
- (viii) Attending to correspondence;
- (ix) Preparing disposal schedules and disposing dead files in accordance with relevant regulations.

(b) Requirements for appointment

- (i) Diploma in Records and Information Management ,or business Administration from National recognized institution;
- (ii) Secondary Certificate mean grade C (Plain);
- (iii) At least two years' experience in a similar position;
- (iv) Proficiency in computer skills;
- (v) High degree of integrity , a team player with effective communication skills;

(c) Salary and Remuneration

Basic Salary	27,680
House Allowance	7,500
Other Allowances	4,000

13. OFFICE ADMINISTRATOR II (NKUCASB -10 ONE POSITION)

The office holder shall work directly under and report to the Senior Administrative Officer.

(a) Duties and Responsibilities

- (i) Receiving ,recording and filling of documents;
- (ii) Processing of documents;
- (iii) Managing registers;
- (iv) Capturing and analyzing data;
- (v) Indexing of documents;
- (vi) Controlling movements of records and files;
- (vii) Drafting correspondences;
- (viii) Photocopying and scanning documents and records;
- (ix) Ensuring safe custody of equipment, documents and records.

(b) Requirements for Appointment

- (i) Be in possession of a KCSE C (Plain);
- (ii) Diploma in any of the following fields:-Business Administration, Business Management, Human Resource Management, supply chain management or any other equivalent qualifications from a recognized institution;
- (iii) Proficiency in computer application skills.

(c) Salary and Remuneration

Basic Salary	27,680
House Allowance	7,500
Other Allowances	4,000

14. OFFICE ADMINISTRATIVE ASSISTANT II (NKUCASB 11-THREE POSITIONS)

The office holder shall work directly under and report to the Office Administrative Assistant I

(a) Duties and Responsibilities

- (i) Receiving, recording and filing of documents;
- (ii) Processing of documents;
- (iii) Managing registers;
- (iv) Capturing and analyzing data;
- (v) Indexing of documents;
- (vi) Controlling movements of records and files;
- (vii) Drafting correspondences;
- (viii) Photocopying and scanning documents and records;
- (ix) Ensuring safe custody of equipment, documents and records.

(c) Requirements for Appointment

- (i) Be in possession of a KCSE C- (minus);
- (ii) Certificate in any of the following fields:-Business Administration, Business management, Human resource management, supply chain management or any other equivalent qualifications from a recognized institution;
- (iii) Proficiency in computer application skills.

(d) Salary and Remuneration

Basic salary	22,380
House Allowance	4,500
Other Allowances	4,000

15. SUPPORT STAFF (NKUCASB 18- EIGHT POSITIONS)

The office holder shall work directly under and report to the Office Administrator II

(a) Duties and Responsibilities

- (i) Preparing grounds for planting;
- (ii) Planting ,nurturing and watering plants;
- (iii) Cleaning , sweeping;
- (iv) Maintaining gardens and lawns;
- (v) Making tea and serving officers;
- (vi) Delivering mails.

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of a KCSE D- (Minus)

(c) Salary and Remuneration

Basic salary	11,840
House Allowance	2,500
Other Allowances	2,000

DIRECTORATE OF FINANCIAL SERVICES

16. ACCOUNTANT I (NKUCASB 09 - ONE POSITION)

The office holder shall report to the Chief Accountant

(a) Duties and responsibilities

- (i) Preparation of monthly bank reconciliation;
- (ii) Maintaining and updating cash book;
- (iii) Posting of support invoices;

- (iv) Accounts payable reconciliations;
- (v) Preparing monthly VAT returns;
- (vi) Filing of accounting documents;
- (vii) Verification of payment vouchers in accordance with the laid down rules and regulations;

(b) Requirements for Appointment

- (i) Be a holder of a Bachelor’s degree in Accounting, Finance , Economics or its equivalent from a recognized university;
- (ii) Must be in possession of at least CPA part II;
- (iii) Secondary Certificate mean grade C+(plus);
- (iv) Must be computer literate;
- (v) Knowledge of IFIMIS is will be an added advantage

(c) Salary and Remuneration

Basic Salary	34,200
House Allowance	10,000
Other Allowances	5,000

17. PROCUREMENT ASSISTANT II (NKU CASB 10-TWO POSITIONS)

The office holders shall work directly under and report to the Principal Procurement Officer.

(a) Duties and responsibilities

- (i) Maintaining security and safe custody of stores;
- (ii) Undertaking procurement and storage activities;
- (iii) Issuing and rationing of stores;
- (iv) Making recommendations for disposal of unserviceable stores;
- (v) Preparing stores requisitions;
- (vi) Updating the stores/stocks cards;

- (vii) Checking the stationery issues against requisition made;
- (viii) Ensuring goods delivered by suppliers are of the right /required quality and quantity;
- (ix) Delivering stores to other departments /divisions

(b) Requirements for Appointment

- (i) Diploma in Supply Chain management or its equivalent qualification from a recognized institution;
- (ii) Secondary Certificate mean grade C (Plain);
- (iii) Must be computer literate

(c) Salary and Remuneration

Basic Salary	27,680
House Allowance	7,500
Other Allowances	4,000

Applicants must meet all the requirements as stipulated in the Public Procurement and Asset Disposal Act of 2015.

18. BOARD ASSISTANT (NKU CASB 10- ONE POSITION)

The office holder shall work directly under and report to the Board Secretary.

(a) Duties and responsibilities

- (i) Taking minutes during board meetings;
- (ii) Preparing board papers;
- (iii) Issuing notice of meetings;
- (iv) Liaising with the Heads of Directorates and Departments in preparing board papers;
- (v) Ensuring action on minutes is taken;
- (vi) Planning for logistics for board members;
- (vii) Keeping and updating members files;

(b) Requirements for Appointment

- (i) Be a holder of CPS(K);
- (ii) Diploma in Business Administration or its equivalent qualification from a recognized institution;
- (iii) Secondary Certificate mean grade C(Plain)

(c) Salary and Remuneration

Basic Salary	27,680
House Allowance	7,500
Other Allowances	4,000

MANDATORY REQUIREMENTS FOR ALL POSITIONS

- (i) Avail certificates of clearance from Ethics & Anti-corruption Commission (EACC), Kenya Revenue Authority (KRA), Higher Education loans Board (HELB), Credit Reference Bureau (CRB) and Criminal Investigation Department (CID);
- (ii) Meet requirements of Chapter six of the constitution;
- (iii) Each application should be accompanied by a detailed curriculum vitae and copies of academic and professional qualifications, National identity card/ passport and any other relevant supporting documents

APPLICATIONS TO:-

Applications should be submitted in a sealed envelope with position(s) **applied for clearly marked on the left side** and mailed to:-

The Secretary;

County Assembly Service Board;

County Assembly of Nakuru,

P.O BOX 907-20100

NAKURU

OR

Hand delivered to:

The County Assembly of Nakuru;

Assembly Buildings; Off George Morara Avenue

NAKURU

So as reach the Secretary, County Assembly Service Board on or **before 12th March 2018**

NB: The Board is an equal opportunity employer. Male candidates are encouraged to apply.