



# **COUNTY GOVERNMENT OF NAKURU**

## **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 suitably qualified Kenyans to fill the following vacant positions.

The positions are permanent and pensionable.

#### ***DEPARTMENT OF LEGAL AND RESEARCH***

##### **1. LEGAL OFFICER I (NKU CASB 07-ONE POSITION)**

**The office holder shall work directly under and report to the clerk of the Assembly**

##### **(a) Duties and responsibilities;**

- (i) Preparation of all documentation required for Court sessions;
- (ii) Drafting private members bills;
- (iii) Scrutiny of legislative proposal emanating from the County Executive;
- (iv) Ensuring safe custody of all contractual documents of the Assembly;
- (v) Providing legal advice to the Speaker, Clerk, Committees, County Assembly Service Board and individual members;
- (vi) Giving legal interpretation of Acts and Bills, giving advice on matters relating to the County Assembly;
- (vii) Liaising with external advocates and office of the County Attorney on litigation matters involving County Assembly;
- (viii) Ensuring bills passed by the County Assembly comply with the Constitution;
- (ix) Preparing and reviewing agreements and all other related documents to ensure that all the obligations are met and Assembly's interests safeguarded;

- (x) Reviewing and examining claims, litigations arbitrations and prepare draft responses for review by the Clerk of the Assembly;
- (xi) Implementing Court awards and resolutions with user departments;
- (xii) Working closely with user departments by providing legal guidance in the interpretations;
- (xiii) Preparing and reviewing contracts, tender documents and other related documents to ensure compliance with legal obligations;

**(b) Requirements for appointment**

**For appointment to this grade, a candidate must be possession of:**

- (i) Bachelor's Degree in Law recognized by the Law Society of Kenya;
- (ii) Diploma in Law from Kenya School of Law;
- (iii) Be an advocate of the High Court;
- (iv) Have at least one and a half ( $1\frac{1}{2}$ ) years post admission experience;
- (v) Current practicing certificate;
- (vi) Kenya Certificate of Secondary Education Mean Grade C+ (plus)
- (vii) Certificate in Legislative Drafting will be an added advantage.

**(c) Remuneration**

*Basic Salary – 47,750; House Allowance – 20,000; Commuter Allowance 8,000*

***DIRECTORATE OF HANSARD, ICT, AND PUBLIC RELATIONS***

**2. PRINCIPAL PUBLIC COMMUNICATION OFFICER - (NKU CASB 06- ONE POSITION)**

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

**(a) Duties and Responsibilities**

- Overseeing, reviewing and developing of comprehensive public relations and communications strategies;
- Media Measuring and Monitoring
- Overseeing the assembly's Communication with various corporates, stakeholder groups and the public in general;
- Advising the Assembly on best media practices;
- Identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
- Media Relations;
- Promoting stakeholder relations by managing and nurturing relations with critical stakeholders.

- Writing speeches, press releases, media briefs, magazine and newspaper articles and overseeing production, design, editing and publication of all Assembly's in-house journals;
- Innovating and creating corporate materials for building Assembly's brand; coordinating reviewing of the Assembly's corporate image;
- Coordinating all the Assembly public functions and exhibitions
- Ensuring that appropriate Public feedback mechanisms are in place;
- Ensuring maintenance of all public affairs and communications records and photographs and videos;
- Developing communication and management strategy for the Assembly's social media engagement

**(b) Requirements for Appointment**

- (i) Bachelor's degree in any of the following disciplines:- Journalism, Media, Communication, Public Relations, Marketing, International Relations, Business or Social Sciences;
- (ii) Kenya certificate of secondary Education C plus ( C+) and above;
- (iii) Proficiency in computer application software for publishing, editing and other related technologies;
- (iv) Two (2) years' experience in Public Relations, Media, Marketing, Communications field or Customer Care Service;
- (v) Social Media management experience; and
- (vi) Demonstrated interpersonal communication skills, good use of both spoken and written language.

**(c) Remuneration**

*Basic Salary – 53,370; House Allowance – 25,500; Commuter Allowance 8,000*

**MANDATORY REQUIREMENTS FOR ALL POSITIONS ;**

- (i) Avail certificates of clearance from Ethics and Anti-corruption Commission, Kenya Revenue Authority, Higher Education Loans Board, CRB and Criminal Investigation Department;
- (ii) Meet requirements of Chapter six of the Constitution;
- (iii) Avail detailed Curriculum Vitae and Copies of academic and professional Qualifications.

Applicants to indicate position(s) applied for on the application envelope/  
letter and have it mailed to:-

The secretary;  
County Assembly Service Board;  
P.O BOX 907-20100  
**NAKURU**

OR

Hand Delivered to:

The County Assembly of Nakuru;

Assembly Buildings;

Off George Morara Avenue

**NAKURU**

So as to reach the Secretary, County Assembly Service Board on or **before 1<sup>st</sup> August, 2019.**

***NB: The Board is an equal opportunity employer***

