

**COUNTY GOVERNMENT OF NAKURU
COUNTY ASSEMBLY OF NAKURU
OFFICE OF THE CLERK**

The Nakuru County Assembly Service board is a body corporate established by section 12 of the County Government Act. 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.

**VACANT POSITION IN THE DIRECTORATE OF HANSARD AND
ICT -(VACANCY NO.06/2022)**

**1. HANSARD REPORTER II (NKU CASB 10)
(VACANCY NO.06/2022/01)**

(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) Kenya Certificate of Secondary Education (KCSE) mean grade C+ with, at least, a C+ in both English and Kiswahili.
- (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) Be able to demonstrate good knowledge of legislative procedures and the conduct of Assembly Committee Business
- (iv) Be Computer literature with practical experience.



(c) Salary and Remuneration

Basic salary scale **31,270-41,260**

Allowances as per the SRC circulars attached to this position.

**2. AUDIO OFFICER I (NKU CASB 11)
(VACANCY NO.06/2022/02)**

a) Duties and Responsibilities

- i) Daily testing of Audio-visual recording equipment in the Chamber and Committee rooms to ensure smooth running of operations.
- ii) Ensuring digital recorders are well maintained and charged sufficiently to ensure they deliver quality services.
- iii) Recording Assembly proceedings of the Plenary and Committees for the County Assembly to ensure accurate information is captured.
- iv) Audio Segmentation and Audio Archival;
- v) Providing audio recording services to Assembly Committees in field work, site visits and public hearings to provide accurate supporting information.
- vi) Audio documentation.

b) Requirement for appointment

- i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain);
- ii) Diploma in Television & Radio Program Production;
- iii) Proficient computer literacy;

(c) Salary and Remuneration

Basic salary scale **25,470-33,950**

Allowances as per the SRC circulars attached to this position



DIRECTORATE OF COMMITTEE & LEGISLATIVE SERVICES

3. SECOND CLERK ASSISTANT (NKU CASB 10)

(VACANCY NO.06/2022/03)

(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 Chairs 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 scale **31,270-41,260**

Allowances as per the SRC circulars attached to this position

VACANT POSITION IN THE DEPARTMENT OF LEGAL, RESEARCH AND LIBRARY HANSARD

4. RESEARCH OFFICER III (NKU CASB 10)

(VACANCY NO.06/2022/04)

(a) Duties and Responsibilities

- (i) Provision of non-partisan professional research assistance and analysis to members Committee 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; providing back up to County Assembly Committees.



(b) Requirements for appointment

- (i) Kenya Certificate of Secondary school Certificate mean grade C +(PLUS)
- (ii) Bachelor's degree in Statistics, economics, mathematics, social research from a recognized institution;
- (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 scale **31,270-41,260**
Allowances as per the SRC circulars attached to this position

**VACANT POSITION IN THE DIRECTORATE OF HUMAN
RESOURCE AND ADMINISTRATION**

**5. SUPPORT STAFF (NKUCASB 16)
(VACANCY NO.06/2022/05)**

(a) Duties and Responsibilities

- (i) Preparing grounds for planting;
- (ii) Planting, naturing and watering plants;
- (iii) Cleaning, Sweeping
- (iv) maintaining gardens and lawns
- (v) Making tea and serving officers;
- (vi) Delivering Mails.
- (vii) Cleaning of female washrooms

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession Kenya Certificate of Primary Education Certificate or any other equivalent qualification.

(c) Salary and Remuneration

Basic salary scale **13,830-15,120**
Allowances as per the SRC circulars attached to this position



6. ARTISAN III(PLUMBER), (NKUCASB 11)
(VACANCY NO.06/2022/06)

a) Duties and Responsibilities responsibilities will entail:

- i. Inspecting and testing plumbing systems for safety, functionality, and code compliance.
- ii. Assembling, installing, maintaining, and pressure test all pipes, fittings, and fixtures of heating, water, drainage, sprinkler, and gas systems according to specifications and plumbing codes.
- iii. Determining sources of plumbing malfunctions and complete repairs as indicated or according to work orders.
- iv. Maintaining inventory of equipment, and materials.
- v. inspecting jobs upon completion and ensure areas are clean.
- vi. preparing cost estimates of installation and repairs.

b) Requirement for Appointment

- i. Kenya Certificate of Secondary Education mean grade D (plain);
- ii. Certificate in Plumber Fitter Grade II trade test from a recognized institution;
- iii. Two (2) years' experience;
- iv. Recommendation letters from two firms one has worked for;
- v. Proficiency in computer application.

(c) Salary and Remuneration

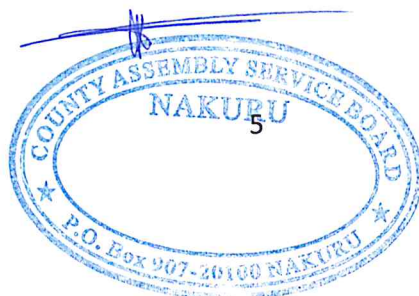
Basic salary scale **25,470-33,950**

Allowances as per the SRC circulars attached to this position

7. HOSPITALITY OFFICER II, (NKUCASB 10)
(VACANCY NO.06/2022/07)

a) Duties and Responsibilities will entail:

- i. Preparing and executing duty roasters for all the cafeteria staff in order to ensure that all services are rendered promptly and efficiently;
- ii. Preparation of menus and overseeing the preparation and serving of meals in the cafeteria;
- iii. Taking care of the facilities by controlling operating equipment and general cleanliness of the Catering Unit;
- iv. Ensuring discipline, punctuality, cleanliness and



- v. personal hygiene are maintained by all the cafeteria staff at all times;
- vi. taking food stock and prepare periodic returns and reports; and
- vii. Ordering all food items and dealing with suppliers.
- viii. Handling customer complains
- ix. Enforce adherence to regulations and quality standards

b) Requirements for appointment

- i. A Diploma in Hotel Management from a recognized institution;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain);
- iii. Food and Beverage Sales and Service Certificate from a recognized institution;
- iv. One year experience in hotel management;
- v. Recommendation letter from the industry;
- vi. Proficiency in Computer application.

(c) Salary and Remuneration

Basic salary scale

31,270-41,260

Allowances as per the SRC circulars attached to this position

VACANT POSITION IN THE DIRECTORATE OF FINANCE AND ACCOUNTING

**8. ACCOUNTANT I (NKUCASB 10)
(VACANCY NO.06/2022/08)**

(a) Duties and responsibilities

- (i) Preparation of monthly bank reconciliation;
- (ii) Maintaining 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 to this grade, a candidate must have;

- (i) Be a holder of a Bachelor's degree in Accounting, Finance, Economics
- (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 scale

31,270-41,260

Allowances as per the SRC circulars attached to this position

**9. FINANCE OFFICER II (NKUCASB 10)
(VACANCY NO.06/2022/09)**

(a) Duties and Responsibilities

- i. Assisting in the preparation of budgets;
- ii. Managing records and receipts;
- iii. Preparing balance sheets;
- iv. Processing invoices;
- v. Reconciling monthly quarterly and yearly reports;
- vi. Preparing reports and briefs on budgetary by Departments.

(b) Requirements for Appointment

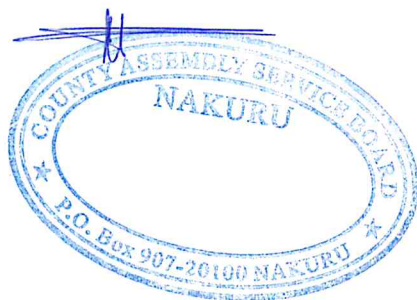
- i. Kenya certificate of education mean grade C+
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance from a recognized institution; and
- iii. Proficiency in computer application.

(c) Salary and Remuneration

Basic salary scale

31,270-41,260

Allowances as per the SRC circulars attached to this position



**10. STATISTICIAN (NKUCASB 11)
(VACANCY NO.06/2022/10)**

(a) Duties and Responsibilities

- i. Compiling, analyzing and formatting financial data;
- ii. Taking initial action on budget monitoring and control by use of vote book system;
- iii. Preparing reports and briefs on budget usage by departments.

(b) Requirements for Appointment

- i. Kenya certificate of education mean grade C plain
- ii. CPA Part II
- iii. Proficiency in computer application.

(c) Salary and Remuneration

Basic salary scale **25,470-33,950**
Allowances as per the SRC circulars attached to this position

VACANT POSITION IN THE DIRECTORATE OF PROCUREMENT-

**11. SUPPLY CHAIN MANAGEMENT ASSISTANT III
(NKU CASB 11) (VACANCY NO.06/2022/11)**

(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 to this grade, a candidate must have;

- i. Diploma in Stores Management/Supply Chain Management from a recognized institution;
- ii. Secondary Certificate mean grade C (plain); and
- iii. Certificate in computer application skills.

(c) Salary and Remuneration

Basic salary scale **25,470-33,950**
Allowances as per the SRC circulars attached to this position



**VACANT POSITION IN THE DIRECTORATE OF STRATEGY AND
PLANNING-(VACANCY NO.06/2022/07)**

12. FISCAL ANALYST II (NKU CASB 10)

(VACANCY NO.06/2022/12)

(a) Duties and responsibilities

- i. Designing ways of collecting survey and administrative data
- ii. Quality checking and cleansing data
- iii. Interpreting statistical analysis for policy development,
- iv. Evaluating / monitoring, forecasting, County Statistics and dealing with queries for a range of customers
- v. Answering Assembly Questions upon requests
- vi. Developing statistical tools for future data collection
- vii. Identifying customer needs, specifying what data to be delivered,
- viii. Developing robust, timely methods to ensure data is fit for the purpose
- ix. Preparing print reports and other documentation for distribution or analysis.

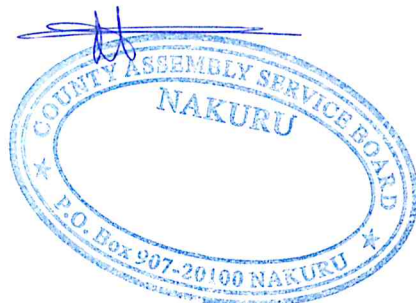
(b) Requirements for Appointment to this grade, a candidate must have;

- i. Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Mathematics from a recognized institution
- ii. Secondary Certificate mean grade C+(plus)
- iii. Must be computer literate
- iv. Proficiency in computer application.

(c) Salary and Remuneration

Basic salary scale 31,270-41,260

Allowances as per the SRC circulars attached to this position



VACANT POSITION IN THE DEPARTMENT OF PUBLIC RELATIONS

13. RECEPTIONIST II (NKUCASB 10) (VACANCY NO.06/2022/13)

a) Duties and Responsibilities

- i. Supervising the receptionist III;
- ii. Maintaining Daily Record of Visitors' Details;
- iii. Manning the reception Desk;
- iv. Maintaining Good Ambience in The Reception Area;
- v. Responding To Visitors Queries;
- vi. Recording And Confirming Visitors' Appointments;
- vii. Receiving, Guiding and Directing Visitors to Designated Offices and Areas;
- viii. Issuing visitors passes.
- ix. Compiling reports.

b) Requirements for Appointment

- i. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
- ii. Proficiency in computer application skills; and

14. RECEPTIONIST III (NKUCASB 11) (VACANCY NO.06/2022/14)

a) Duties and Responsibilities will entail:

- i. Compiling daily records of visitors;
- ii. Providing relevant information to visitors;
- iii. Responding to visitors' queries;
- iv. Recording visitors' personal details;
- v. Receiving, guiding and directing visitors to designated offices and areas; and
- vi. Issuing visitors passes.



b) Requirements for Appointment

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

- i. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office from a recognized institution;
- ii. Proficiency in computer application skills; and
- iii. Demonstrated integrity and professional competence.

(d) Salary and Remuneration

Basic salary scale **25,470-33,950**

Allowances as per the SRC circulars attached to this position

15. FILM OFFICER/VIDEOGRAPHER (NKUCASB 10)**(VACANCY NO.06/2022/15)****a) Duties and Responsibilities will entail**

- i) Operation, maintenance, and testing of the video camera and ensuring general safety of the machines;
- ii) Operates video cameras, on location or in the studio, in the production of professional pre-recorded programming. Designs, transports;
- iii) Setting up, and operating production equipment, including audio and lighting equipment, for field and studio productions;
- iv) Editing footage in post-production;
- v) Filming videos on set or on location;
- vi) Directing other camera operators so that the needed footage is acquired;
- vii) Video production;
- viii) Maintaining cleanliness of the machines.

b) Requirement for appointment

- i) Diploma in Television programmes production from a recognized institution,
- ii) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C-(Minus) and above or its equivalent;
- iii) Proficient computer literacy; and
- iv) Experience in Sound Technology or Electronics will be an added advantage.

(c) Salary and Remuneration

Basic salary scale **31,270-41,260**

Allowances as per the SRC circulars attached to this position



**VACANT POSITION IN THE DIRECTORATE OF AUDIT-
(VACANCY**

16.INTERNAL AUDITOR II- (NKUCASB 10)

(VACANCY NO.06/2022/16)

(a) Duties and responsibilities will entail;

- i. Ensuring government assets i.e., Plant and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely;
- ii. Undertaking a variety of audit assignments relating to pre-audit of payments, evaluation and review of internal control systems and report on any weaknesses;
- iii. Evaluating the effectiveness of existing financial regulations and establish the level of compliance in practice; and
- iv. Compiling and preparing reports based on audit observations made in his/her section/team.

(b) Requirements for Appointment

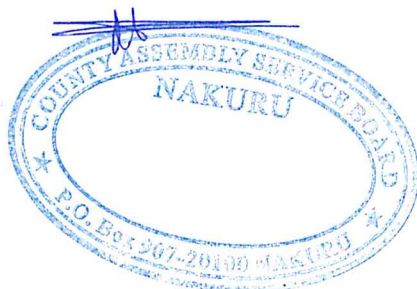
For appointment to this grade, an officer must have:

- i. Secondary Certificate mean grade C+(plus)
- ii. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance/Banking option), Economics, Mathematics, Statistics from a recognized institution;
- iii. Must be in possession of at least CPA part II; and
- iv. Certificate in computer application skills.

(c)Salary and Remuneration

Basic salary scale **31,270-41,260**

Allowances as per the SRC circulars attached to this position



APPLICATION PROCESS

Kindly submit your application letter, accompanied by detailed Curriculum Vitae indicating your telephone numbers and email address, copies of relevant Academic and Professional Certificates, National Identity Card or Passport and other relevant supporting documents.

NOTE, Qualifying candidates will be required to submit certificates of clearance from

- i. The Ethics and Anticorruption Commission
- ii. Higher Education Loans Board
- iii. Criminal Investigation Department and
- iv. Kenya Revenue Authority as part of compliance with Chapter Six of the Constitution of Kenya

Applications should be posted or delivered to the County Assembly Offices, Office of the Clerk to reach him on or before **13th July,2022**. ***Indicate Clearly the vacancy number and position applied for on top of the envelope.***

The secretary;
County Assembly Service Board;
P.O BOX 907.20100

NAKURU

Only Shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification. County Assembly of Nakuru is an equal Opportunity Employer



