



COUNTY ASSEMBLY SERVICE BOARD

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 suitable and qualified Kenyans to fill the following vacant position. The position is permanent and pensionable.

DECLARATION OF VACANT POST OF DEPUTY CLERK-(CASB 03)

(a) Duties and responsibilities

- i. Deputizing the Clerk to the County Assembly and assisting the Clerk in the discharge of his duties as provided by the County Assembly Service Act, 2017, and the Assembly Standing Order;
- ii. Providing technical and procedural advice to the Speaker, presiding officers and Members of the Assembly;
- iii. Coordinating the development and implementation of the County Assembly annual Plans and budget;
- iv. Supervising the Assembly Service as outlined in part III, Section 17 (1) of the County Assembly Services Act, 2017;
- v. Coordinating the development and implementation of the Strategic plan and annual work Plans for the County Assembly;
- vi. Enhancing public understanding and knowledge of the work of the County Assembly by increasing public accessibility and awareness and the operations;
- vii. Promoting and enforcement of transparency, effective management and accountability with regard to the use of public finances;
- viii. Coordinating, in consultation with the relevant Heads of Departments, the activities of the Directorate of Committee and Legislative Services;
- ix. Overseeing maintenance of assets of the Assembly;
- x. Generally, overseeing the Administrative arrangements in the Assembly;
- xi. Any other duty as may be allocated from time to time.

(b)Core competences

- i. Knowledge of parliamentary procedures, practices, conventions and traditions;
- ii. Knowledge of County Government operations and structure
- iii. Strong understanding of relevant legislation, regulations and Government policies. Knowledge of financial and human resource management and best practices;
- iv. Command of the strategic business and operational demands of the Legislative Assembly, its committees and members, of the business models and infrastructures supporting service delivery across various functions, to provide executive management and policy direction to Assembly Service delivery;
- v. Command of principles, methods and best practices in parliamentary governance and management accountability frameworks, including in-depth knowledge of the role and responsibilities of the Legislative Assembly Board of Management;
- vi. Excellent analytical, interpretive and strategic planning skills;
- vii. Effective time management and organizational skills;
- viii. Effective individual and team management skills

(c)Requirements for appointment

For appointment to this grade, an officer must:

- i. Be citizen of Kenya;
- ii. Hold a degree from a university recognized in Kenya or its equivalent;
- iii. Have five (5) years relevant professional experience to the position in either Public or private institution;
- iv. **NOTE**, Master's degree and Certificate in Leadership Course from a recognized institution for a period lasting not less than six (6) weeks or Senior Management **will be an added advantage**;
- v. Demonstration of managerial, administrative, integrity and professional competence in work performance and results

(d)Salary Remuneration

Basic salary scale **121,430 -169,140 p.m.**

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 **15th September, 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