
**TELEGRAPHIC
ADDRESS**

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County Assembly of Samburu

Assembly Building

P.o. Box 3-20600

Maralal, Kenya

COUNTY ASSEMBLY OF SAMBURU

The County Assembly Service Board is a body corporate established under Section 12 of County Government Act, 2012 read together with section 4 of County Assembly Service Act, 2017.

The Samburu County Assembly Service Board seeks to recruit qualified individuals internally to fill the following vacant positions in the County Assembly Service.

**Director, Communication and Information Services –CASB03-One Position-
CASB/REC/001/05/2023**

Reports to: The Clerk, County Assembly

Direct Reports: Hansard Editor

Principal Communication and Information Services

Job Purpose

The director will ensure that requisite policies, strategies and procedures that govern the operations of the directorate are developed, implemented and adhered to for efficient legislative decision making.

Key Responsibilities/ Duties / Tasks

- Oversee formulation and implementation of laws, policies, rules, standards, strategies governing Hansard production, Research, Library, ICT and Public Communications.
- Providing appropriate technical advice on matters relating to the Hansard, Research, ICT, Library and Public Communications services of County Assembly
- Overseeing formulation of Departmental Annual Work Plan, Monitoring and Evaluating its implementation.
- Overseeing the implementation of Performance Management in the Directorate.
- Ensuring proper coordination of recording of proceedings of the County Assembly and its Committees and production of the Hansard;

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- Ensuring maintenance of a consistent and accurate Hansard publishing format and maintaining an accurate database of Hansard publication;
 - Coordinating the provision of Public Communication and Media, ICT, Research and Library Services;
 - Supporting the operation of the audio system in the Chamber, and the broadcast of the official coverage of the House (Assembly TV).
 - Responsible for internal and external communications and social media strategies.
 - Overseeing analysis, evaluation research, interpreting data, ensuring key issues are identified and coordinating research activities on clearly defined subjects.
 - Managing library collections, including selecting all library material according to policies approved by the board.
 - Managing the communications, workstations and servers of the County Assembly computer network.
 - Oversee budgeting and development of procurement plan for all the sections of the directorate
 - Coordinate in Preparation and submission of Directorate annual progress reports

Requirements for Appointment, a candidate must have,

- Bachelor's degree in any of the following disciplines: Communication, Linguistics, Journalism, Computer Science, Information Technology, Business Information Technology, Statistics, Economics, Library Science, Information Science or any other equivalent qualification from a recognized institution;
- A Master degree in the above disciplines' will be an added advantage
- Registration with a relevant professional body.
- Demonstrated outstanding capability in Hansard, Research, Public Communication and Media, Information Communication Technology (ICT) and Library Services as reflected in work performance and results.
- Certificate in Senior Management Course and Strategic Leadership Development Program
- Three (3) years' work experience as a Hansard Editor, Principal ICT Officer, Senior Research Officer, Senior Communication and Public Relations, Senior Librarian, Senior Researcher for a minimum period of three years or its equivalent in the County Assembly Service and have demonstrated professional competence, managerial and administrative capability
- Excellent supervisory skills and good performance track record

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- Team player with good communication and interpersonal skills.

**Principal, Communication and Information Services –CASB04-One Position-
CASB/REC/002/05/2023**

Report to: Director, Communication and Information Services

Direct Reports: Senior Librarian Officer I

Senior Researcher Officer I

Senior Communication Protocol and Public Relations Officer I

Senior ICT Officer I

Job Purpose

Assist in ensuring that requisite policies, strategies and procedures that govern the operations of the section are developed, implemented and adhered to for efficient legislative decision making.

Key Responsibilities/ Duties / Tasks

- Assist in formulation and implementation of laws, policies, rules, standards and strategies guiding Communication and Information Services Sections
- Development and Implementation of Annual Departmental Work Plan
- Implementation of Performance Management in the Section.
- Assist in overseeing development and implementation of all management information systems in the Assembly.
- Assist in Providing appropriate technical advice on matters relating to Research, ICT, Library and Public Communications services of County Assembly.
- Assist in Coordinating the provision of Public Communication and Media, ICT, Research and Library Services;
- Assist in overseeing analysis, evaluation research, interpreting data, ensuring key issues are identified and coordinating research activities on clearly defined subjects.
- Assist in managing library collections, including selecting all library material according to policies approved by the board.

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- Assist in managing the communications, workstations and servers of the County Assembly computer network.
 - Preparation and submission of section annual progress reports
 - Assist in coordinating procurement planning and budgeting for the section

Requirements for Appointment, a candidate must have,

- Bachelor's degree in any of the following disciplines: Communication, Linguistics, Journalism, Computer Science, Information Technology, Business Information Technology, Statistics, Economics, Library Science, Information Science or any other equivalent qualification from a recognized institution.
- A Master degree in the above disciplines' will be an added advantage
- Registration with a relevant professional body.
- Certificate in Senior Management Course and Strategic Leadership Development Program
- Must have served as Senior ICT Officer, Senior Communication and Public Relations, Senior Librarian, Senior Researcher for a minimum period of three years or its equivalent in the Service and have demonstrated professional competence, managerial and administrative capability.
- Excellent supervisory skills and good performance track record
- Team player with good communication and interpersonal skills.

Senior Librarian Officer I–CASB05-One Position-CASB/REC/003/05/2023

Report to: Principal, Communication and Information Services

Direct Reports: Librarian Officer III

Job Purpose

Senior Librarian Officer will be responsible for development and implementing policies, rules, standards and procedures governing the library use.

Key Responsibilities/ Duties / Tasks

- Oversee in Developing and implementing policies, rules, standards and procedures governing Library use.

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- Development and Implementation of Annual Departmental Work Plan
 - Implementation of Performance Management in the Section.
 - Providing appropriate technical advice on matters relating to the Library Section of County Assembly
 - Coordinating and overseeing the classification and cataloging of library material
 - Prepare and submit procurement plans and budgeting for the Section;
 - Preparation and submission of section annual progress reports
 - Acquiring and making available for public use informational materials in all formats (e.g. print, electronics, etc.);
 - Ordering books, e-resources and other materials in accordance with informational needs of the Assembly and requests of readers;

Requirements for Appointment, a candidate must have,

- Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution;
- Master's degree in library studies, information sciences or its equivalent from a recognized university will be an added advantage
- Certificate in senior management course not lasting less than four (4) weeks from a recognized institution.
- Served in the grade of Senior Librarian Officer II or a comparable position in the Service for a minimum period of three (3) years and have demonstrated professional competence, managerial and administrative capability.
- Proficiency in computer application;
- Excellent supervisory skills and good performance track record
- Team player with good communication and interpersonal skills.

Principal, Internal Auditor –CASB04-One Position-CASB/REC/004/05/2023

Report to: Functionally to the Audit Committee and Administratively to the Clerk, County Assembly

Direct Reports: Senior Internal Audit Officer II

Job Purpose

Formulating and executing strategies to guard against risks and conducting compliance reviews on the effectiveness and efficiency of County Assembly internal controls, risk management policies, operations, governance and making appropriate recommendations.

Key Responsibilities/ Duties / Tasks

- Oversee the implementation of annual internal audit and risk management plans, policies and procedures
- Review and ensure compliance with existing laws, regulations, policies, plans, standards, contractual obligations, circulars and guidelines
- Developing, implementing, and maintaining a compliance framework on statutory, contractual and internal obligations (e.g. code of conduct, internal controls and quality management systems);
- Providing advisory services to the top management on internal Audit controls
- Secretary to the Audit Committee
- Development and Implementation of Annual Departmental Work Plan
- Implementation of Performance Management in the Section.
- Monitoring key metrics to confirm achievement of the risk and compliance plans and their contribution to the overall strategic plan;
- Verifying final audit reports /queries on financial statements
- Leading in the development and implementation of the Risk Management Policy and strategy that aligns with the strategic Plan;

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- Monitoring Risk and Compliance assessments findings and ensure recommendations made are implemented;
 - Directing and monitoring audit inspections of the county assembly's records.
 - Identifying activities subject to audit coverage, evaluating their significance and assessing the degree risk inherent in terms of the audit costs involved;
 - Carrying out investigations on irregularities identified or reported in audit reports;
 - Ensuring completeness and accuracy of records and reports emanating from the unit under purview
 - Coordinating Training and sensitization of Members of County Assembly and County Assembly officers on risk management and compliance.
 - Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets

Requirements for Appointment, a candidate must have,

- Have a Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;
- Master's degree in the above fields will be an added advantage
- **Be** a registered member (of good standing) to the following professional bodies: Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);
- Certificate in Senior Management Course and Strategic Leadership Development Program
- Merit and ability as reflected in work performance and results
- General knowledge of the Audit Act, PFM Act 2012 and other relevant legislations.
- Have served in the grade of a Senior Internal Auditor or in a comparable position for a minimum period of three (3) years and have demonstrated professional competence, managerial and administrative capability.
- Excellent supervisory skills and good performance track record
- Team player with good communication and interpersonal skills.

Senior Finance Officer I– CASB05-One Position- CASB/REC/005/05/2023

Reports to: Principal Finance and Accounts

Direct Reports: Senior Finance Officer II

Job Function

The job function entails the overall financial management and control of voted funds;

Duties and Responsibilities

- Helping in formulating, recommending and implementing sound financial management policies, standards, systems, strategies and procedures:
- Support preparation of monthly expenditure reports and forecasts for management decision and other uses.
- Assist in Providing advisory services regarding to all financial matters
- Control and coordination of both routine and non-routine matters in the finance section
- Assisting in Preparing monthly and quarterly expenditure forecasts as a basis for discussion with County treasury for release of funds.
- Assisting in Preparation of Financial information reports for decision making
- Preparing required financial reports for all contract projects and programmes.
- Preparation and submission of section annual progress reports

Requirements for Appointment, a candidate must have,

- Bachelor’s Degree in any of the following disciplines; Commerce (Finance/Accounts option) or comparable qualification from a University recognized in Kenya.
- Master’s Degree in Commerce, Finance/ Accounts option or comparable qualification from a University recognized in Kenya will be an added advantage.
- A registered member of ICPAK or such membership as recognized by accounting Act
- Be in good standing with the Institute of Certified Public Accounts of Kenya (ICPAK)
- Have experience in Finance/Accounting of a minimum period of three (3) years as a Senior Accountant/Finance Officer II or its equivalent and have demonstrated professional competence, managerial and administrative capability.
- Be proficient in computerized systems of budget making and monitoring.

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- Have knowledge and experience in use of Integrated Financial Management Information Systems (IFMIS)
 - Attended a Senior Management Course in a recognized institution
 - Be conversant with Public Financial Management laws and regulations
 - Excellent supervisory skills and good performance track record
 - Team player with good communication and interpersonal skills.

Senior Accountant Officer I– CASB05-One Position- CASB/REC/006/05/2023

Reports to: Principal Finance and Accounts

Direct Reports: Senior Accountant Officer II

Job Function

The job function entails the overall accounts management and development of effective internal control systems.

Duties and Responsibilities

- Helping in formulating, recommending and implementing sound Accounting policies, procedures, regulations and standards for operation and control purposes
- Providing data for use in financial management
- Control and coordination of both routine and non-routine matters in the finance section
- Developing and maintaining an effective internal control system;
- Timely and accurate Preparation of Annual Accounts reports
- Assisting in developing briefing for the Public Accounts Committee (PAC) and follow-up actions on PAC recommendations
- Application of budgeted funds for operations and development
- Preparation and submission of section annual progress reports

Requirements for Appointment, a candidate must,

- Bachelor's Degree in any of the following disciplines; Commerce (Finance/Accounts option) or comparable qualification from a University recognized in Kenya.
- Master's Degree in Commerce, Finance/ Accounts option or comparable qualification from a University recognized in Kenya will be an added advantage.

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- Be a registered member of ICPAK or such membership as recognized by accounting Act
 - Be in good standing with the Institute of Certified Public Accounts of Kenya (ICPAK)
 - Have experience in Finance/Accounting section of a minimum period of three (3) years as a Senior Accountant/Finance Officer II or its equivalent and have knowledge and experience in use of Integrated Financial Management Information
 - Be proficient in computerized systems of budget making and monitoring.
 - Have knowledge and experience in use of Integrated Financial Management Information Systems (IFMIS)
 - Attended a Senior Management Course in a recognized institution
 - Be conversant with Public Financial Management laws and regulations
 - Excellent supervisory skills and good performance track record
 - Team player with good communication and interpersonal skills.

Principal Clerk Assistant –CASB04-One Positions- CASB/REC/007/05/2023

Reports to: Director, Legislative and Procedural Services.

Direct Reports: Senior Clerk Assistant Officer I

Job Function

Function entails provision of technical procedural advice to the Speaker, the Clerk and Members of the County Assembly

Duties and Responsibilities

- Ensuring adherence to parliamentary procedures, practice, conventions, traditions and etiquette
- Provision of procedural advice to the Speaker, deputy Speaker, and all members of the County Assembly;
- Research involving search of new information/facts by consulting appropriate sources like documents or persons
- Serving in the Table office from time to time as per the demands of the Department.
- Marshalling of public bills, motions, statements, sessional papers and communications from the chair.
- Coordination of activities for the House Business Committees

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- Preparation and submission of section annual progress reports
 - Attending to the assembly chamber duties;
 - Managing in the Administration of House Committees and arranging their business;
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Requirements for Appointment, a candidate must,

- Bachelor's Degree in Social Sciences or its equivalent from a recognized university.
- A Master's degree in a relevant discipline from a recognized university will be an added advantage
- In-depth knowledge of County Assembly procedures and practices
- Proven commitment to, and timely execution of duties and responsibilities in the assigned section;
- Have work experience as a Senior Clerk Assistant Officer I for at least three (3) years and have demonstrated professional competence, managerial and administrative capability.
- Certificate in Senior Management Course and Strategic Leadership Development Program
- Shown merit and ability as reflected in work performance and results.
- Team player with good communication and interpersonal skills.
- Proficiency in computer application;

Senior Clerk Assistant –CASB05-One Positions- CASB/REC/008/05/2023

Reports to: Principal Clerk Assistant

Direct Reports: Senior Clerk Assistant Officer II

Job Function

Function entails assisting in provision of technical procedural advice to the Speaker, the Clerk and Members of the County Assembly

Duties and Responsibilities

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- Provision of procedural advice to the Speaker, deputy Speaker, and all members of the County Assembly;
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- Assisting in ensuring adherence to parliamentary procedures, practice, conventions, traditions and etiquette;
 - Preparation of votes and proceedings;
 - Attending to the assembly chamber duties;
 - Safe custody of journals and records of the assembly;
 - Carry out general duties relating to the Legislative and Common Services;
 - Managing in the Administration of House Committees and arranging their business;
 - Assisting in the drafting of Bills and Motions;
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- Preparation and submission of section annual progress reports

Requirements for Appointment, a candidate must,

- Bachelor's Degree in Social Sciences from a recognized institution
- A Master's Degree in a relevant discipline from a recognized university will be an added advantage
- Served satisfactorily as Senior Clerk Assistant Officer II for at least three (3) years and demonstrated professional competence, managerial and administrative capability
- In-depth knowledge of County Assembly procedures and practices
- Attended a Senior Management Course in a recognized institution
- Shown merit and ability as reflected in work performance and results.
- Team player with good communication and interpersonal skills.
- Proficiency in computer application;

Senior Administration Officer–CASB05 -One Position- CASB/REC/009/05/2023

Reports to: Principal Human Resource and Administrative Services

Direct Reports: Administration Officer I

Job Purpose

Assisting in designing development and implementation of administration plans, policies rules standards and procedures

Key Responsibilities/ Duties /Tasks

- Assisting in development and implementation of administration plans, policies, rules, standards and procedures
- Development and Implementation of Annual Departmental Work Plan
- Implementation of Performance Management in the Section.
- Liaising with public relations, to ensure that the Assembly image at the front office is well maintained.
- Overseeing Coordination of transport and logistics services in the Assembly
- Coordinate repairs and refurbishment of Assembly buildings, facilities, furniture and all office fittings.
- Coordinating repairs and maintenance of office vehicles and equipment.
- Assist in coordinating welfare and wellness of members of County Assembly and staff.
- Assists in preparation of budget and procurement plans for administration section
- Prepare office layout and allocate Offices accordingly – in consultation with Sergeant at arms Section.
- Preparation and submission of section annual progress reports

Requirements for Appointment, a candidate must have,

- Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution
- A Master's Degree in a relevant discipline from a recognized university will be an added advantage
- Membership to professional bodies will be an added advantage
- Attended a Senior Management Course in a recognized institution
- Must have served as a senior Administration Officer II for a minimum period of 3 years and have demonstrated professional competence, managerial and administrative capability.
- Shown merit and ability as reflected in work performance and results.
- Team player with good communication and interpersonal skills.
- Proficiency in computer application;

Administration Officer I–CASB07-One Position- CASB/REC/010/05/2023

Reports to: Senior Administration Officer I

Direct Reports: Administration Officer III

Key Responsibilities/ Duties /Tasks

- Management of the Ward Offices.
- Compliance with occupational health and safety rules and regulations.
- Responsible for effective support services such as transport, secretarial, cleaning, and clerical functions.
- Ensure cleanliness and hygiene of office premises and precincts.
- Oversee the effective application of catering services
- Facilitate the welfare of Members and Staff: tea and snacks provision
- Recommends to outsource administration services.
- Prepare maintenance / repair schedules for vehicles
- Ensure all vehicles are kept in good condition
- Analyze work-tickets and ensure compliance
- Receive and compile motor vehicle statistics for management use
- Procuring and effectively managing contracts relating to cleaning, mail/parcel delivery, and security;

Requirements for Appointment, a candidate must have,

- Bachelor's degree or Diploma in any of the following disciplines: Human Resource Management, Business Administration/Management, Public Administration, Social Science or any Degree in Humanity or its equivalent qualification from a recognized institution
- Excellent supervisory skills and good performance track record
- Must have served as an Administration Officer II for a minimum period of 3 years and have demonstrated professional competence, managerial and administrative capability.
- Shown merit and ability as reflected in work performance and results.
- Team player with good communication and interpersonal skills.

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- Proficiency in computer applications.

Payroll Officer II –CASB07-One Position- CASB/REC/011/05/2023

Reports to: Payroll Manager Senior Officer I

Job Purpose

Assist in ensuring timely, accurate and up to date preparation of compensation, benefits and statutory deductions

Key Responsibilities/ Duties / Tasks

- Assist in compliment control
- Assist in updating the payroll system from time to time as the need arises to the required standard.
- Assist in timely and accurate preparation of MCAs and staff compensation and benefits on a monthly basis
- Timely and accurate Submission of all statutory deductions
- Monthly filling of statutory deductions returns
- Preparations and timely submission of all by products every month
- Timely and accurate preparations of interns, attaches student's contracts and monthly stipend
- Liaising with approved credit institutions in implementation and documenting banks, Sacco loans and insurance premiums
- Updating and Registration of MCAs and staff on UHRS.
- Involvement in Payroll Section Procurement Plan and Annual Budgets

Requirements for Appointment, a candidate must have,

- Bachelor's degree or Diploma in any of the following disciplines: Human Resource Management, Human Capital Management, Business Administration/Management, Public Administration, Social Science or its equivalent qualification from a recognized institution.
- Excellent supervisory skills and good performance track record
- Must have served a Payroll Officer or Assistant for a minimum period of 3 years
- Shown merit and ability as reflected in work performance and results.

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- Team player with good communication and interpersonal skills.
 - Proficiency in computer applications.

APPLICATION GUIDELINES

- All applications should be addressed to

The Secretary, County Assembly Service Board

County Assembly of Samburu

Po Box 3.

Maralal.

- Applications should be dropped off at the Secretary, Office of the Clerk.
- All Applications should be received on or before 5.00 P.M. of 11th May, 2023
- Remuneration will be as per the guidelines of the Salaries and Remuneration Commission
- Only shortlisted candidates will be contacted