

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KITUI THE COUNTY ASSEMBLY SERVICE BOARD OF KITUI

VACANCIES

The County Assembly service Board of Kitui wishes to invite applications from qualified persons for the following positions:-

1. SENIOR CLERK ASSISTANT I (Table Clerk) (KCASB-9):Ref: KT/CASB/2017/01 (1 POSITION).

Salary Scale 9: Ksh.77,527 x 3,877 – 81,404 x 4,070 – 85,474 x 4,274 – 89,748 x 4,487 – 94,235 x 4,712 – 98,947 x 4,947 – 103,894 P.M.

a.) Duties and Responsibilities

- i. Assisting in ensuring adherence to parliamentary procedures, practices and conventions;
- ii. Ensuring and coordinating drafting and processing of Order Papers, Statements and Motions in the Table Office;
- iii. Ensuring the preparation of Votes and Proceedings of plenary sittings;
- iv. Ensuring the preparation and maintenance of a Bills Tracker and a Motions Tracker;
- v. Advising the Speaker, other Presiding Officers and Members of the County Assembly on Legislative procedures and practices;
- vi. Offering administrative services to various types of parliamentary committees including the County Assembly Service Board;
- vii. Assisting in coordination of activities pertaining to seminars and conferences for the Members of the County Assembly and staff;
- viii. Research involving search for fresh information/facts by consulting appropriate sources like documents or persons;
- ix. Coordinating operations of the Speaker's Chambers.
- x. Perform duties within the directorate of the legislature and committee services under close supervision of the Deputy Clerk.

b.) Requirements for Appointment

- i. Bachelor's degree in a relevant discipline from a university recognized in Kenya.
- ii. Have been exposed to the operations of a legislature through attachments, seminars, conferences and workshops;

- iii. Proven commitment to, and timely execution of duties and responsibilities in previous designations;
- iv. Have wide experience on the role, functions and operations of a legislature;
- v. Demonstrable interest and commitment to the aims, objectives and principles of a devolved legislature;
- vi. Good command of spoken and written English and Kiswahili coupled with good report writing skills;
- vii. Three (3) years' relevant working experience.
- viii. Attended middle management level course from a recognized institution.
- ix. CPS (K) or Masters Degree will be an added advantage.

**2. SIGN LANGUAGE INTERPRETER (KCASB-6): Ref: KT/CASB/2017/02
(1 POSITION).**

Salary Scale 6: Ksh. 41,590 x2,070 - 43,660 x 2,220 - 45,880 x 2,310 - 48,190 x2,400 - 50,590 x 2,550 - 53,140 x2,700 - 55,840 P.M.

a) Duties and Responsibilities

- i. Translating the spoken word into sign language and vice versa; conduct research on current trends on access to communication and cascading the same to stakeholders;
- ii. Facilitating communication with deaf persons through sign language.
- iii. Providing accurate accounts of the County Assembly Proceedings.
- iv. Helping the deaf or hearing impaired individuals understand proceedings of the plenary and committee services of the County Assembly.
- v. Conduct research on technical information or complex information to gain an understanding of what will be interpreted;
- vi. Assisting in provision of regular sensitization to the staff on basic sign language;
- vii. Providing advice for the rights of the deaf in the provision of accessible information by all;
- viii. Responsible for creating a training plan for staff on sign language;
- ix. Carrying out regular research on current trends and conduct sensitizations to the staff.

b) Requirements for appointment

The successful candidate shall be a Kenyan citizen with:

- i. Kenya Certificate of Secondary Education (KCSE) C (Plain) or its equivalent from a recognized Institution;
- ii. Diploma in Sign Language Interpretation from a recognized institution;
- iii. Three (3) years' experience in a busy Sign Language Interpretation environment;
- iv. Good listening skills.
- v. Good communication skills.
- vi. Proficiency in computer applications.
- vii. Observe strict confidentiality,
- viii. Conduct should be above reproach.
- ix. Should not interfere, advice, or interject personal opinions into interpreted situations.

**3. PERSONAL SECRETARY III - (KCASB-4) : Ref: KT/CASB/2017/03
(1 POSITION).**

Salary Scale 4: Ksh. 31,020 x1,560 - 32,580 x 1,620 - 34,200 x 1,710 - 35,910 x1,800 - 37,710 x 1,890 - 39,600 x1,990 - 41,590 P.M.

a.) Duties and Responsibilities

- i. Recording dictation in shorthand and transcribing it in typewritten form;
- ii. Typing from drafts, manuscripts or recording from dictation machines;
- iii. Processing data;
- iv. Management of e-office;
- v. Maintaining Office Diary: Appointments, Reminders, Messages and Cyclic Events;
- vi. Ensuring security of office records; documents and equipment; including classified materials;
- vii. Preparing responses to simple routine correspondence;
- viii. Management of office protocol and managing of office petty cash;
- ix. Handling telephone calls and appointments;
- x. Attending to visitors/clients;
- xi. Guide and supervise junior secretarial personnel;
- xii. Operating office equipment;

b.) Requirements for Appointment

- i. A minimum of KCSE grade C- (minus) with C (plain or its equivalent in English language);
 - ii. Have the following qualifications from the Kenya National Examination Council (KNEC):
 - Shorthand II (80/90 w.p.m.)
 - Typewriting II (minimum 40 w.p.m.)/Computerized Document Processing II
 - Office Management III/Office Administration and Management III
 - Business English II /Communications II
 - Commerce II
 - Office Practice II
 - Secretarial Duties II
- OR
- A diploma in secretarial studies from the Kenya National Examinations Council or equivalent qualifications from a recognized institution;
 - iii. Attended a Secretarial Management Course from the Kenya Institute of Administration, or any other Government Training Institution;
 - iv. A Certificate in Computer Applications from a recognized institution; and
 - v. Demonstrable professional competence in management of secretarial services

4. RECEPTIONIST(KCASB – 4) Ref: KT/CASB/2017/04 (2 POSITIONS)

Salary Scale 4: Ksh. 31,020 x1,560 - 32,580 x 1,620 - 34,200 x 1,710 - 35,910 x1,800 - 37,710 x 1,890 - 39,600 x1,990 - 41,590 P.M.

(a) Duties and responsibilities

- i. Receiving and directing visitors to their destination ;
- ii. Management of office protocol;
- iii. Handling telephone calls and appointments;
- iv. Attending to visitors/clients;
- v. Maintenance of visiting records
- vi. Maintenance of appointments Diary, Reminders, Messages and Cyclic Events;
- vii. Ensuring security of office records, documents and equipment;
- viii. Typing simple routine correspondences;

(b) Requirements for Appointment.

- i. A minimum of KCSE grade C- (minus) with C (plain or its equivalent in English language;
- ii. Certificate in Customer care/Customer Relations from a recognized institution.
- iii. A Certificate in Computer Applications from a recognized institution; and
- iv. Demonstrable professional competence in Customer Service Management.

5. CLERICAL OFFICER (KCASB – 4) Ref: KT/CASB/2017/05 (2 POSITIONS)

Salary Scale 4: Ksh. 31,020 x1,560 - 32,580 x 1,620 - 34,200 x 1,710 - 35,910 x1,800 - 37,710 x 1,890 - 39,600 x1,990 - 41,590 P.M.

(a) Duties and responsibilities

- i. Preparation and maintenance of records and ensuring proper maintenance of filing system.
- ii. Preparing payment vouchers
- iii. Compiling data and drafting simple letters.
- iv. Sorting, filling and dispatching letters
- v. Maintenance of stores, records and equipment inventory
- vi. Compiling statistical records
- vii. Maintaining an efficient filing system

(b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent from a recognized institution.
- ii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Information Communication Technology (ICT), Supplies Management,

- Records Management, Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iii. Have passed the proficiency Examination for Clerical Officers; and
 - iv. Be proficient in computer applications.

6. OFFICE ATTENDANT (OFFICE MESSENGER) (KCASB – 2)

Ref: KT/CASB/2017/06 (3 POSITIONS)

Salary Scale 2: Ksh.11,370 x 540 – 11,910 x 600 – 12,510 x 630 – 13,140 p.m.

a) Duties and Responsibilities

- i. Cleaning of offices, kitchen and entire compound;
- ii. Collecting and cleaning tea-serving facilities in offices;
- iii. Collecting and delivering documents outside the organization;
- iv. Delivering documents within the Assembly premises.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) or its approved equivalent from a recognized institution.
- ii. Ability to speak and write English and Kiswahili
- iii. Applicants who have attended a basic course in Housekeeping will have an added advantage.

HOW TO APPLY:

All applications including a curriculum vitae and copies of certificates and testimonials should be submitted in a sealed envelope with the **POSITION APPLIED FOR CLEARLY MARKED ON THE LEFT SIDE** and addressed to:

**THE SECRETARY
COUNTY ASSEMBLY SERVICE BOARD
P.O. BOX 694 – 90200 KITUI**

Important information to all Applicants

- i. Remuneration package for persons serving in the County Governments is advised by the Salaries and Remuneration Commission and is subject to review by the Commission from time to time.
- ii. Applications should reach the Secretary, County Assembly Service Board of Kitui on or before close of business, 21st March, 2017.
- iii. Only shortlisted candidates will be contacted.