

COUNTY ASSEMBLY OF KITUI



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Clerk's Office
County Assembly of Kitui
P.O.BOX 694-90200
KITUI, KENYA

OFFICE OF THE CLERK

VACANCIES IN THE KITUI COUNTY ASSEMBLY SERVICE BOARD

1. PRINCIPAL FINANCE OFFICER: Ref: KT/CASB/2020/01 (1 POST)

Salary Scale 10: Ksh.98,500x4,940-103,440x5,170-108,610x5,420-114,030x5,700-119,730x5,990-125,720x6,280-132,000 PM.

(a) Duties and Responsibilities

- Preparation of Budgets for the Recurrent and Development Votes for the County Assembly.
- Preparation of quarterly expenditure reports and forecasts as a basis for discussion with the County Controller of Budget for release of funds from the County Treasury Fund.
- Initiation of proposals seeking funds for additional expenditure and reallocation of voted funds during the year.
- Monitoring of expenditure and projects through vote controls, including program implementation on a periodic basis and ensuring timely corrective action.

(b) Requirement for Appointment

- A Degree in a related discipline from a recognized University in Kenya.
- Attained the level of CPA (K)
- Have five (5) years' experience in financial matters and highly conversant with all regulations governing management of financial resources;
- Shown outstanding capabilities in financial management and administrative skills;

The following qualification(s) will be an added advantage

- A Master's degree in a relevant discipline from a University recognized in Kenya or its equivalent
- Membership to a Professional Body/Association.
- Senior Management Course and/or Strategic Leadership Development Programme.

2. FIRST CLERK ASSISTANT - (KCASB-7); REF: KT/CASB/2020/02 (1 POST).

SALARY SCALE 7: KSH. 55,150 X2, 750 - 57,900 X 2,920 - 60,820 X 3,080 - 63,900 X 3,440 - 67,340 X 3,590 - 70,930 X 3, 790 - 74,720 X 3,800 - 78,520 X 3,810 - 82,330 P.M.

(a) Duties and Responsibilities

- Assist in ensuring adherence to parliamentary procedures, practices and conventions;
- Drafting and processing of Order Papers, Statements and Motions in the Table Office;
- Preparing Votes and Proceedings of Plenary sittings;
- Preparing and maintaining a Bills Tracker and a Motions Tracker;
- Advising the Speaker, other Presiding Officers and Members of County Assembly on Legislative Procedures and Practices;
- Offering administrative services to various Assembly Committees including the County Assembly Service Board;
- Assisting in coordination of activities pertaining to seminars and conferences for the Members of the County Assembly and Staff;
- Research for fresh information/facts by consulting appropriate sources like documents or persons;
- Perform duties within the directorate of the legislature and Committee Services under close supervision of the immediate Senior Clerk.

(b) Requirements for Appointment

- Bachelor's degree in a relevant discipline from a University recognized in Kenya;
- Been exposed to the operations of a Legislature through attachments, seminars, conferences and workshops;
- Proven commitment to, and timely execution of duties and responsibilities in previous designations;
- Have wide experience on the role, functions and operations of a Legislature;
- Demonstrable interest and commitment to the aims objectives and principles of a devolved Legislature;
- Good command of spoken and written English and Kiswahili coupled with good report writing skills;
- At least three(3) years' relevant work experience;
- Attended middle management level courses from a recognized Institution;
- CPS II will be an added advantage

3. FISCAL ANALYST 1 (KCASB 7) REF: KT/CASB/2020/03 (1 POST)

SALARY SCALE 7: KSH. 55,150 X 2,750 - 57,900 X 2,900 X 920 - 60,820 X 3,080 - 63,900 X 3,440 - 67,340 X 3,590 - 70, 930 - 74,720 X 3,800 - 78,520 X 3,810 - 82,330 P.M.

(a) Duties and Responsibilities

- Carrying out commissioned budget analysis and research on specific areas of interest as deemed necessary by the Head of Department;
- Carrying out assessment of the strengths and weakness of County

Government Policy options relating to Allocation and Utilization of Resources;

- Assist in preparation and delivery of budgetary information to Members and relevant House Committees;
- Assist in planning budget workshops and participating in the same;
- Assist in formulating the departmental annual work plans;

(b) Requirements for appointment

- Have a degree in Economics/Statistics/Mathematics from a university recognized in Kenya;
- Have a general understanding of County and National budgetary process and the public fiscal policies;
- Have at least three (3) years relevant work experience;
- Attended a supervisory course from a recognized Institution in Kenya;
- Be a Member of a Professional Body /Association;

4. FISCAL ANALYST II (CASB 6) REF: KT/CASB/2020/04 (1 POST)

SALARY SCALE 6: KSH. 47,780 X 2,170 - 49,950 X 2,550 - 52,500 X 2,650 - 55,150 X 2,750 - 57,900 X 2,920 - 60,820 X 3,080 - 63,900 P.M.

(a) Duties and responsibilities

- Collecting and collating budgetary information from various services for analysis;
- Maintaining relevant statistics on County revenue and expenditure figures;
- Carrying out commissioned budget research on specific areas of interest;
- Assist in preparation of budgetary information/reports for Members of County Assembly and various House Committees;
- Assist in preparation and attendance of relevant workshops;

(b) Requirements for Appointment

- A Degree in Economics/Statistics/Mathematics from a university recognized in Kenya;
- Have a general knowledge and understanding of public finance;
- Have at least two (2) years of relevant experience;

5. ACCOUNTANT III - (KCASB-5); REF: KT/CASB/2020/05 (1 POST)

SALARY SCALE 5: KSH. 41,770 X 1,910 - 43,680 X 2,000 - 45,680 X 2,100 - 47,780 X 2,170 - 49,950 X 2,550 - 52,500 X 2,650 - 55,150 X 2,750 - 57,900 P.M.

(a) Duties and responsibilities

- Control of expenditure as per vote book ceilings;
- Maintenance of annual ledgers;
- Issuance of Imprest;
- Preparation and monitoring of bank reconciliation statements;
- Assisting in annual report preparation;
- Daily checking of cash book;
- Filing of accounts documents;

(b) Requirements for appointment

- Professional Accounting of CPA I or ACC level or;
- Diploma in Accountancy/Business Management or any other related training;
- Have the ability to organize time, manage a variety of tasks simultaneously and resolve routine problems independently;
- Be proficient in computer applications;
- Two years relevant working experience;

The following qualification(s) will be an added advantage

- Possession of a Bachelor's Degree in any Social Sciences discipline;

HOW TO APPLY:

All applications including a curriculum vitae and certified 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

- Remuneration package for persons serving in the County Governments is as advised by the Salaries and Remuneration Commission and is subject to review by the Commission from time to time.
- The County Assembly Service Board of Kitui is an Equal Opportunity Employer so, women candidates and persons living with disabilities are hereby encouraged to apply.
- Applications should reach the Secretary, County Assembly Service Board of Kitui on or before close of business 20th July, 2020.
- Only shortlisted candidates will be contacted.