

KISII COUNTY GOVERNMENT



KISII COUNTY ASSEMBLY

CAREER OPPORTUNITIES

Kisii County Assembly Service Board Invites Applications from suitable qualified persons to fill the following vacant positions:

I) PRINCIPAL LEGAL COUNSEL-CASB 4 (1 POST)

(a) Duties and Responsibilities

- (i) Drafting of private Members Bills;
- (ii) Drafting of amendments to bills proposed by any Member of the Assembly;
- (iii) Providing legal advice to the County Assembly Service Board;
- (iv) Ensuring that bills passed in the Assembly comply with the Constitution and other related relevant Statutes;
- (v) Legal representation of the County Assembly and the County Assembly Service Board in court proceedings or ancillary matters;
- (vi) Train Legal Counsel under him or her;
- (vii) Supervise Legal Counsels under him or her.

(b) Requirements for Appointment

- (i) Be a holder of Bachelor of Law degree from a university recognized in Kenya;
- (ii) Be an Advocate of the High Court of Kenya;
- (iii) Be registered as a Commissioner for Oaths;
- (iv) Be in possession of a current practicing certificate;
- (v) Possession of a Master's degree and or Legislative Drafting Certificate will be an added advantage;
- (vi) At least 8 years' experience of litigation in a busy organization.

II) SENIOR LEGAL COUNSEL-CASB 5 (1 POST)

(a) Duties and Responsibilities

- i. Drafting of private Members Bills;
- ii. Drafting amendments to Bills proposed to the Assembly by any Member of Assembly or any Committee of the Assembly;
- iii. Liaising with the office of the County Attorney and other offices on matters involving the Assembly;
- iv. Ensuring that Bills passed by the Assembly comply with the Constitution;
- v. To ensure all procedural and Committee rules are observed;
- vi. Undertake research to strengthen performance of the legislation function;
- vii. Undertake any other duty as directed by the Clerk.

(b) Requirements for Appointment

- (i) Degree in Law from an Institution recognized in Kenya;
- (ii) Be admitted as an Advocate of the High Court of Kenya;
- (iii) Be registered as a Commissioner for Oaths;
- (iv) Be in possession of a current practicing certificate;
- (v) Proficiency in the use of basic computer applications;
- (vi) At least 6 years' experience in litigation or drafting of bills.

III) LEGAL COUNSEL I -CASB 6 (1 POST)

(a) Duties and Responsibilities

- (i) Drafting of private Members Bills;
- (ii) Drafting of amendments to Bills proposed to the Assembly by any Member or any Committee of Assembly;
- (iii) Giving legal interpretation of bills and acts as advised on matters relating to the County Assembly;
- (iv) Providing legal advice to the Speaker, County Assembly, Assembly Committees, the County Assembly Service Board, individual Members and the Clerk;
- (v) Ensuring that Bills passed by the County Assembly comply with the Constitution;
- (vi) Legal representation of the County Assembly and the County Assembly Service Board in court proceedings or ancillary matters;
- (vii) Undertake any other duty assigned by the Clerk.

(b) Requirements for Appointment

- (i) Bachelor's of Law degree from a recognized institution in Kenya;
- (ii) Be an advocate of the high court of Kenya;
- (iii) Be registered as a commissioner for oaths;
- (iv) Be in possession of the current practicing certificate;
- (v) At least 6 years' experience in litigation or drafting of bills.

IV) SENIOR SUPPLY CHAIN MANAGEMENT OFFICER - CASB 5 (1 POST)

(a) Duties and responsibilities

- (i) Handling Procurement Planning and co-ordination of supplies management;
- (ii) Enforcement of Government procurement regulations, systems and procedures;
- (iii) Preparations of supplies, estimates and control of vote head;
- (iv) Training and development of the supplies personnel;
- (v) Ensures security and safe custody of stores;
- (vi) Supervision of staff under him or her;
- (vii) Disposal of unserviceable and/or other stores under recommendation of the Board of survey;
- (viii) Initiation of policy, review and updating of existing regulations, supplies management instructions and inspection;
- (ix) Planning and coordinating of supply management;
- (x) Undertake any other duty assigned by the Clerk.

(b) Requirement for Appointment:

- (i) Bachelor's degree in Supply Chain Management or any other related discipline;
- (ii) Demonstrated knowledge and experience in procurement planning and contract management;
- (iii) Be Computer literate;
- (iv) At least 5 years relevant experience.

V) SENIOR FINANCE OFFICER-CASB 5 (1 POST)

(a) Duties and responsibilities

- (i) Coordinating the budget formulation, preparation, execution, accounting and reporting;
- (ii) Ensuring appropriate and adequate financial management information systems are in place;
- (iii) Monitoring, evaluating and overseeing the management of public finance and economic affairs;
- (iv) Advising the assembly on all accounting matters;
- (v) Designing and developing the assembly accounting systems;
- (vi) Providing advice to the assembly on the best appropriate ad-hoc financial reporting formats;
- (vii) Oversee the implementation of the approved accounting standards, policies, bases and concepts to ensure compliance;
- (viii) Develop guidelines for the assembly accounting staffing levels and training to ensure technical competence;
- (ix) Undertake any other duty assigned by the Clerk.

(b) Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Holder of a bachelor's degree in finance or economics from a university recognized in Kenya;
- (iii) Be a CPA (K) /ACCA holder;
- (iv) Must be conversant with computerized accounting packages;
- (v) Have a minimum of 5 years relevant professional experience;
- (vi) Meets the requirements of leadership and integrity as set in chapter six of the constitution.

How to apply;

Each application should be accompanied by a detailed C.V and copies of relevant academic and professional certificate, National Identification card or passport and other relevant testimonials so as to reach the **CLERK, KISII COUNTY ASSEMBLY** not later than **Friday 30th November, 2018**.

For more information, check the Kisii county Assembly Website www.kisiiassembly.go.ke

In addition, all applicants should submit certificate of clearance from EACC, Higher Education Loans Board, Directorate of Criminal Investigation Department and the Kenya Revenue Authority as part of compliance with chapter six of the Constitution of Kenya.

All applications should have the position being applied for clearly marked e.g. "Application for legal counsel" on the envelope and addressed to;

**The Clerk,
Kisii County Assembly
P.O Box 4552-40200, Kisii.**

Only shortlisted candidates will be contacted.

Women and persons with disability are encouraged to apply. Any canvassing will lead to automatic disqualification.

James Nyaoga
Clerk
Kisii County Assembly.