

KISII COUNTY GOVERNMENT

Telephone: +254-020-8029160
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Old Municipal Building
P.O. Box 4552 – 40200
Kisii, Kenya.

COUNTY ASSEMBLY

ADVERTISEMENT

The Kisii County Assembly Service Board invites applications from qualified persons to fill the following position:

CLERK OF THE COUNTY ASSEMBLY – CASB 1 (1 POST).

(a). Duties and Responsibilities

The Clerk shall report to the County Assembly Service Board and perform the following duties:

- i. The Administrative head of the County Assembly;
- ii. The Chair, County Assembly Management Meetings;
- iii. The Accounting Officer /Authorized Officer for the County Assembly, Secretary to the CASB;
- iv. Responsible for all policy and organizational matters relating to the County Assembly;
- v. Responsible in enhancing public understanding and knowledge of the work of the County Assembly and increasing public accessibility;
- vi. Responsible in dealing with External relations including International relations, inter-County Assembly relations conferences and protocol;
- vii. (a) Rendering of expert, non-partisan and impartial advice to the Members of the County Assembly on the legislative process, and parliamentary procedure and practice; and
(b) Carrying out such other duties and exercising powers as may be conferred on him or her by law or by the Standing Orders and practices of the County Assembly;
- viii. Advising on and initiating the establishment of the County Assembly Service, its structure, organs and administration;
- ix. The Chief Advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through him to the House. He

- acts under authority and takes decisions of admissibility of notices in the name of the Speaker;
- x. Providing leadership regarding operational mechanism, execution of roles and functions of the Assembly;
 - xi. Ensuring timely processing and orderly disposal of the agenda of the County Assembly; and carrying out administrative chores for the operations of the County Assembly;
 - xii. Secretary to the County Assembly Service Board;
 - xiii. The Principal Advisor on all legislative procedures, practices, conventions and traditions to the Speaker of the County Assembly, other presiding Officers and all Honourable Members of the County Assembly;
 - xiv. Responsible for marshalling all legislative bills passed by the County Assembly.

(b) Requirement for Appointment

- (i) Be a citizen of Kenya;
- (ii) Be a holder of a degree from a university recognized in Kenya;
- (iii) Have a Master's degree from a recognized university in Kenya;
- (iv) Have a minimum of 5 years relevant professional experience;
- (v) Meet the requirements of leadership and integrity set out in chapter six of the constitution;
- (vi) Have served in the scale of Deputy Clerk/Director of a Department or a comparable and relevant position in the Public or Private sector for a minimum period of three (3) years;
- (vii) Have attended a Strategic Leadership Development and Management Programme lasting not less than six (6) weeks in a recognized institution;

How to apply;

Each application should be accompanied by a detailed Curriculum Vitae (CV); copies of relevant academic and professional certificates; National Identification card or passport; other relevant testimonials; and duly filled application form obtained from the office of the Chairman, County Assembly Service Board or from the County Assembly website www.kisiiassembly.go.ke so as to reach the office of the Kisii County Assembly not later than **Friday, 4th October 2024**.

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 on the envelope and addressed to;

**The Chairman
Kisii County Assembly Service Board
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.

**Chairman
Kisii County Assembly Service Board**