

# GARISSA COUNTY GOVERNMENT

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County Assembly Office  
P.O. Box 57- 70100  
Garissa

## GARISSA COUNTY ASSEMBLY

### ADVERTISEMENT FOR VACCANCIES

24/06/2022

The County Assembly Service Board (CASB) invites applications from suitable and qualified candidates to fill the following positions on contract terms within County Assembly of Garissa establishment.

DESIGNATION	POSITION	SALARY SCALE	ADVERT NO
Commissionaire	1	CASB 9	CASB/1/2021
Commissionaire	2	CASB 11	CASB/1/2021
Principal researcher	1	CASB 7	CASB/2/2021
Security warden	2	CASB 11	CASB/3/2021
Human resource and development officer	2	CASB 10	CASB/4/2021
Third clerk assistant	7	CASB 10	CASB/5/2021
Second clerk assistant	3	CASB 9	CASB/6/2021
First clerk assistant	5	CASB 8	CASB/7/2021
Senior clerk assistant 2	3	CASB 7	CASB/8/2021
Senior clerk assistant 1	1	CASB 6	CASB/9/2021
Driver	1	CASB 12	CASB/10/2021
ICT officer	3	CASB 11	CASB/11/2021
Principal Ict officer	1	CASB 6	CASB/12/2021
Librarian	1	CASB 11	CASB/13/2021
Electrician	1	CASB 11	CASB/14/2021
Senior office administrator	1	CASB 9	CASB/15/2021
Assistant Director Administration	1	CASB 6	CASB/16/2021
<b>TOTAL</b>	<b>37</b>		

A detailed specification and requirements for each position stated above can be downloaded from the County Assembly website: [www.garissaassembly.go.co.ke](http://www.garissaassembly.go.co.ke)

Interested candidates who meet the specification are requested to forward their applications with copies of academics and professional certificates, curriculum vitae and other testimonials.

Applicants must include:

- Copy of national identity card or passport
- Clearance certificate from:
  - Ethics and anti-corruption commission (EACC)
  - Directorate of criminal investigation (Certificate of Good Conduct)
  - Credit reference bureau (CRB)
  - Kenya Revenue Authority (KRA)

(V) Higher Education loans Board (HELB)

(VI) Commission for higher education

The aforementioned documents should be sent by mail or hand delivered to the Human Resource office at the County Assembly Headquarters to be received on or before 8<sup>th</sup> July 2022 at 5.00 p.m.

The County Assembly of Garissa is an equal opportunity employer. Female candidates and persons with disability are strongly encouraged to apply.

All applicants should indicate clearly the position applied for and the advert number on the top left corner of the envelop and be addressed to:

**N/B:**

- Apply only once, indicate the position you're applying for and the reference number on the email subject line.
- **Shortlisted candidates shall be contacted via email on a rolling basis. Kindly check your email regularly.**

**The Secretary,**

**County Assembly Service Board,**

**County Assembly of Garissa,**

**P.O. Box 57-70100.**

**GARISSA.**

Pursuant to the provisions of articles 235 of the constitution of Kenya (2010), Garissa County Assembly Service Board wishes to consider applications from highly qualified, result oriented and self-motivated Kenya citizens for appointment to the following positions.

**1. COMMISSIONAIRE II, JOB GRADE “H”/CASB 11**

**Terms of services: Five(5) years contract**

Duties and Responsibilities Duties and responsibilities will entail:

1. preventing any interruption as the county assembly meeting is in progress.
2. ensuring security in the public gallery within the county assembly.
3. serving members in the chamber.
4. controlling the press in the public gallery when the county assembly is in progress; and
5. controlling dress code in the public gallery to ensure decorum in the County Assembly.

**Requirements for Appointment For appointment to this grade, an officer must:**

1. Served in the grade of Commissionaire III or in a comparable position for a minimum period of three (3) years.
2. Be in possession of a Paramilitary/Military Training qualifications.
3. A Diploma in Security Management /Investigations and Forensic studies from a recognized institution.
4. Have served satisfactorily in the uniformed service for a period of not less than five (5) years; 5. Have First Aid certificate; and or fire-fighting certificate /Disaster management certificate.
6. Be in possession of an exemplary service certificate.
7. Have a valid Certificate of Good Conduct; and 8. Shown merit and ability as proven in work performance and results.

**2. COMMISSSIONAIRE I, JOB GRADE “K”/CASB 9**

**Terms of services: Five (5) years**

**Duties and responsibilities Duties and responsibilities will entail:**

1. Supervision of junior staff within the department.
2. Ensure safe custody of the mace.
3. Implement specific instructions on maintenance of the First Aid Kit and report.
4. Routine inspection of the fire equipment and report.
5. Implement plans for organised security drills.
6. Update senior officers on emerging security critical incidences.
7. Implement specific instructions on custody of security items and other equipment.
8. Undertake duties to meet desirable housekeeping standards.

9. Performing chamber and ceremonial duties as per the laid down guidelines.
10. Providing fire and safety protective services.
11. Undertake access control duties - receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly.
12. Perform crowd control management duties.
13. Perform duties towards maintenance of decorum, law and order within the precincts of the Assembly.
14. Preparing and maintaining members attendance registers.
15. controlling of authorized parking to ensure order and security in the county assembly premises.
16. ensuring that CCTV cameras are functional and are well manned; and
17. ensuring that conference facilitation are availed and secured especially when committee go out of the assembly.

**Requirements For appointment to this grade, an officer must have:**

1. served in the grade of Sergeant-At-Arms II for at least three (3) years OR in the disciplined forces in a rank not less than Inspector for a period of not less than five (5) years for direct appointment.
2. Bachelor's degree in security management /Investigations, Criminology and Forensic studies or its equivalent qualification from a recognized institution.
3. Certificate in firefighting and first aid.
4. an exemplary service certificate.
5. A valid certificate of good conduct.
6. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
7. A Paramilitary/Military Training qualification; and 8. Shown merit and ability as reflected in work performance and results.

**3. PRINCIPAL RESEARCH OFFICER, JOB GRADE "N"/ CASB 7**

**Terms of services: Five (5) years contract**

**Duties and Responsibilities Duties and responsibility will entail:**

1. Supervising Staff under him/her.
2. Training and development of staff members answerable to him/her.
3. Setting and agreeing on performance targets.
4. policy formulation.
5. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly.
6. initiating and conduct anticipatory research and analysis on key policy issues.

7. providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options.
8. maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions.
9. ensuring quality control in the preparation of research papers, briefing notes and particular points of view.
10. providing back up to County Assembly committees.
11. generating and disseminating research information to enhance County Assembly core functions - Law making, oversight and representation.
12. providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power.
13. carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure; evolution, growth and contemporary aspects of the County Assembly.
14. undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence informed decision making in the legislature; and
15. building a credible data bank for reference and timely response to County Assembly's information needs.

**Requirements For appointment to this grade an officer must have:**

1. Served in the grade of Chief Research Officer or in a comparable position for a minimum period of three (3) years.
2. Bachelor's degree in Statistics, Economics, Social Sciences, sociology, political science, commerce or relevant equivalent qualification from a recognized institution.
3. An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly.
4. Certificate in management Course lasting not less than six (6) weeks from a recognized institution.
5. Proficiency in computer application skills; and
6. Shown merit and ability as reflected in work performance and results.

**4. SECURITY WARDEN I, JOB GRADE "F"/ CASB 13**

**Terms of services: Five (5) years contracts.**

**Duties and responsibilities will entail:**

1. undertaking all the Chambers and ceremonial duties;
2. in-charge of housekeeping and estate management.
3. liaising and coordinating with other security agencies during committee tours and facilitation of committee duties.
4. coordinating security matters within the County Assembly;
5. controlling all the vehicle traffic and their parking;

6. screening and issue of entry badges to visitors;
7. storing visitors' luggage and ensure safe keeping;
8. Supervise the performance of other wardens; and
9. Responsible for office computers and accessories, office equipment, furniture, fixtures and fittings.

**Requirements For appointment to this grade, a candidate must:**

1. Have served in the grade of Security Warden II or in a comparable position for a minimum period of three (3) years.
2. Kenya Certificate of Secondary Education mean grade D Plain or its equivalent;
3. Be in possession of a First Aid certificate and possess an exemplary service certificate;
4. Have a valid Certificate of Good Conduct; and
5. Have shown merit and ability as reflected in work performance and results.

**5. HUMAN RESOURCE MANAGEMENT OFFICER I, JOB GRADE "K" / CASB 10**

**Terms of service: Five (5) years contracts**

**Duties and Responsibilities will entail:**

1. monthly payroll amendment;
2. updating payroll by way of inputting approved adjustments.
3. staff loan documentation and implementation.
4. maintaining staff establishment, employee records and human resource information systems.
5. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc;
6. checking compliance with the one -third net pay rule; and
7. being responsible for leave computation and documentation.

**Requirements For appointment to this grade, an officer must have:**

1. Served in the grade of Human Resource Management Officer II for a minimum period of three (3) years.
2. Bachelor's degree in any of the following disciplines: - Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
3. Certificate in computer application skills from a recognized institution;
4. Membership to the Institute of Human Resource Management of Kenya and membership of good standing; and
5. Demonstrated merit and ability in work performance and results.

## **6. SECOND CLERK ASSISTANT, JOB GRADE “M”/CASB 10**

**Terms of services: Five (5) years contract**

**This is the entry and training grade for this cadre.**

### **Duties and Responsibilities**

1. Taking charge of Committees and arranging their Business.
2. Taking minutes and writing reports of the Assembly Committees.
3. Assisting in drafting of bills, statements and motions.
4. Advising Committee Chairs on procedural issues.
5. Production of timely and accurate records of Assembly's proceedings in form of votes and proceedings.
6. Searching for fresh information/facts by consulting appropriate sources like documents or persons.
7. Providing procedural, administrative and secretarial support and maintaining committee records.
8. Assist in organization of public participation.
9. Providing logistics for the committees.
10. Preparing and updating House business trackers; and
11. Responsible for computers and accessories, office furniture and fittings.

### **Requirements For appointment to this grade, a candidate must have:**

1. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution; and
2. Certificate in computer application skills.

## **7. SECOND CLERK ASSISTANT, JOB GRADE “K”/ CASB 9**

**Terms of service: Five (5) years contract**

### **Duties and Responsibilities Duties and responsibilities will entail:**

1. Taking charge of Committees and arranging their business by providing secretariat services; 2. Taking minutes and writing reports of the assigned Assembly Committees.
3. Assisting in drafting of Bills, Statements and Motions.
4. Advising Committee Chairperson on procedural issues.
5. Searching for fresh information/facts by consulting appropriate sources like documents or persons.
6. Conduct specific legislative research and studies for committees and Members.
7. Advising the Speaker and Members on the rules, practices and precedents of the Assembly; 8. Preparing draft procedural rulings based on standing order, practice and precedents for approval by the Speaker.
9. Keeping accurate records of the House votes and proceedings, motions, scripts and written procedure required for conduct of House business.

10. Providing procedural and administrative support and maintaining committee records.
11. Providing logistics for the committees.
12. Preparing and updating House business trackers; and
13. Drafting of order paper.

**Requirements For appointment to this grade, an officer must have:**

1. Served in the grade of Second Clerk Assistant or in comparable position for minimum period of three (3) years.
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource; Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution.
3. Certificate in computer application skills; and
4. Shown merit and ability as demonstrated in work performance and results.

**8. FIRST CLERK ASSISTANT, JOB GRADE "L"/CASB 8**

**Terms of services: Five (5) years contract**

**(a) Duties and Responsibilities will entail:**

1. Advising Committee Chairpersons on procedural issues.
2. Assisting in drafting of bills, statements and motions.
3. Searching for fresh information/facts by consulting appropriate sources like documents or persons.
4. Advising the Speaker and Members on the rules, practices and precedents of the Assembly; 5. Preparing draft procedural rulings based on standing orders, practice and precedents for approval by the Speaker.
6. Facilitate members in considering Bills by developing legislative proposals, briefing the Committee on Bills committed in liaison with the Legal Department, organizing public participation and stakeholder engagement on the Bills, and preparing Committee report on the Bill.
7. Facilitate the Committee in considering Reports of the Auditor General pursuant to Article 229 (8) of the Constitution by briefing the Committee on the audit queries in liaison with the Auditor General, inviting witnesses, facilitating site inspection visits and developing the draft Committee report with possible recommendations for consideration and ratification by the Committee.
8. Facilitate the Committee in considering statutory instruments (regulations developed by the County Executive Committee Members) by briefing the Committee in liaison with the Legal Department, organizing public participation and stakeholder engagement on the instruments and preparing the Committee report.
9. Facilitate the Committee in considering sessional papers and policies committed by researching and briefing the Committee on the contents of the policies/sessional papers, organizing public participation and stakeholder engagement and preparing the Committee report on the policies/sessional papers.



10. Assist members in originating and considering business for the Committee deliberations e.g. Statement requests, petitions, vetting of nominees and inquiries by preparing briefs for the Chairperson and Members.
11. Facilitate Committees in considering Budget estimates, Annual Development Plan (ADP), County Integrated Development Plan (CIDP) and County Fiscal Strategy Paper (CFSP) by briefing the Committee in liaison with the fiscal analysts, organizing public participation and stakeholder engagement on the documents, preparing Committee report and Capacity building for members.
12. Prepare work plan and coordinate Committee events such as meetings, workshops, conferences, seminars, site visits and public participation exercises.
13. Prepare draft Committee reports and ensure adoption and tabling of the same.
14. Verify members sitting allowance payment schedules for all Committees and plenary sittings by 15th day of every month for onward submission.
15. Coordinate the preparation and uploading of agendas and weekly schedules for all Committees on the Assembly website.
16. Prepare comprehensive and accurate proceedings of the Committee including minutes.
17. Keep custody of all committee minutes, papers laid, files and records.
18. Track and implement the decisions of the Committee, which include prompt preparation of Committee correspondences.
19. Prepare and circulate notices of meetings as directed by the Chairperson and ensure Members are notified to attend the meeting on time both electronically and by placing the notice in Members Pigeonholes.
20. Serve as Clerk-at-the-Table (taking votes and proceedings, taking note of action points, advising members and the speaker through the lead Clerk on procedural issues).
21. Provide linkage between the Committee and witnesses/invitees and relevant Stakeholders; 22. Facilitate the administration of oaths or affirmation to witnesses.
23. Draft budgets for Committee events such as workshops, project visits and foreign visits.
24. Responsible for office computers and accessories, office furniture, fixtures and fittings.
25. Reviewing House business trackers periodically; and
26. Responsible for performance of staff under the purview

**(b) Requirements for appointment to this grade, a candidate must have:**

1. Served in the grade of First Clerk Assistant or in a comparable position for a minimum period of three (3) years.
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution.
3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
4. Certificate in computer application skills; and 5. Shown merit and ability as reflected in work performance and results.

## **9. SENIOR CLERK ASSISTANT 2, JOB GRADE “M”/ CASB 7**

**Terms of services: Five (5) years contract**

**Duties and Responsibilities Duties and responsibilities will entail:**

**Reviewing committees work plan.**

1. Preparing budgets and logistics for committees.
2. Taking minutes and writing reports of the Assembly Committees.
3. Advising Committee Chairs on procedural issues.
4. Searching for fresh information/facts by consulting appropriate sources like documents or persons.
5. Advising the Speaker and Members on the rules, practices and precedents of the Assembly; 6. Coordinating committee conferences and seminars hosted by the assembly.
7. Preparing invitation letters, drafts and minutes for committees.
8. Preparing order papers, statements, questions and motions.
9. Undertaking research on motions by consulting appropriate sources like documents or persons.
10. Supervision of staff under purview.
11. Prepare training needs for the Clerks cadre.
12. Advise the Chairperson and Members on parliamentary procedure, practice, conventions, tradition and etiquette.
13. Facilitate members in considering Bills by developing legislative proposals, briefing the Committee on Bills committed in liaison with the Legal Department, organizing public participation and stakeholder engagement on the Bills, and preparing Committee report on the Bill;
14. Facilitate the Committee in considering Reports of the Auditor General pursuant to Article 229 (8) of the Constitution by briefing the Committee on the audit queries in liaison with the Auditor General, inviting witnesses, facilitating site inspection visits and developing the draft Committee report with possible recommendations for consideration and ratification by the Committee.
15. Facilitate the Committee in considering statutory instruments, sessional papers and policies.
16. Facilitate members in originating and considering business before the Committee e.g. Statement requests, petitions, vetting of nominees and inquiries by preparing briefs for the Chair and Members.
17. Facilitate Committees in considering Budget and Plans by briefing the Commit in liaison with the fiscal analysts, organizing public participation and stakeholder engagement on the documents, preparing Committee report and Capacity building for members.
18. Plan and coordinate Committee events such as meetings, workshops, conferences, seminars, site visits and public participation exercises.
19. Prepare draft Committee reports and ensure adoption and tabling of the same.
20. Verify members sitting allowance payment schedules for all Committees and plenary sittings by 15th day of every month for inclusion in the payroll.

21. Coordinate the preparation and uploading on the Assembly website of agendas and weekly schedules for all Committees.
22. Prepare comprehensive and accurate proceedings of the Committee.
23. Keep custody of all committee minutes, papers laid, files and records.
24. Oversee the maintenance of Assembly business trackers: bill trackers, statement trackers, motion trackers etc;
25. Prepare and circulate notices of meetings as directed by the Chairperson and ensure Members are notified to attend the meeting on time both electronically and by placing the notice in Members Pigeonholes.
26. Serve as Clerk-at-the-Table (taking votes and proceedings, taking note of action points, advising members and the speaker through the lead Clerk on procedural issues).
27. Provide linkage between the Committee and witnesses/invitees and relevant Stakeholders; 28. Facilitate administration of oaths or affirmation to witnesses.
29. Draft budgets for Committee events such as workshops, seminars and visits.
30. Reviewing House business trackers periodically; and
31. Responsible for office computers and accessories, office furniture, fixtures and fittings.

**Requirements For appointment to this grade, a candidate must have:**

1. Served in the grade of Senior Clerk Assistant or in a comparable position for a minimum period of three (3) years.
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution.
3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
4. Certificate in computer application skills; and 5. Shown merit and ability as reflected in work performance and results.

**10.SENIOR CLERK ASSISTANT 1, JOB GRADE "N"/CASB 6**

**Terms of service: Five (5) years contract**

**Duties and Responsibilities Duties and responsibilities will entail:**

1. Preparation of monthly, quarterly and annual reports of the department.
2. Supervise performance of staff under purview in the department.
3. Training, mentoring and coaching of staff in the department.
4. Assist in coordinating the table office and Journals, procedural research e.g. Preparation of votes and proceedings as well as compilation of all votes/editing for upload to the website;
5. Provide administrative services and procedural advice to Legislative Committees of County Assembly,
6. Assist in ensuring general compliance to parliamentary procedure, practice and rules

7. Assist in the general marshalling of published bills, Motions, Sessional papers, Petitions.
8. Assist in coordinating the preparation and processing of weekly schedules of business statements.
9. Participate in plenary sessions as appropriate.
10. Prepare Communications from the Chair on topical legal and procedural issues, legislative proposals and Vellums on all Bills passed by Assembly.
11. Assist in coordinating preparation of Committee stage amendments to Bills.
12. Serve as the lead Clerk-at-the Table.
13. Coordinate budgets for Committee events such as workshops, site visits and foreign visits; 14. Advising the Speaker and other Presiding Officers and Members of County Assembly on the procedures and practices.
15. Assisting in ensuring adherence to parliamentary procedure, practice, conventions, tradition and etiquette.
16. Coordinating operations in any of the divisions such as Procedural Research, Committees, and Legislative.
17. Coordinating operations of the table office in the Chambers.
18. Research involving search for fresh information/facts by consulting appropriate sources like documents or persons.
19. Coordinate preparation of votes and proceedings of plenary and committee sittings.
20. Overseeing preparation of House business trackers periodically; and
21. Offer administrative services to the various County Assembly committees.

**Requirements for Appointment of this grade:**

1. Served in the grade of Chief Clerk Assistant or in a comparable position for a minimum period of three (3) years.
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution.
3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
4. Certificate in computer application skills; and
5. Shown merit and ability as reflected in work performance and results.

**11.DRIVER I, JOB GRADE "G"/ CASB 12**

**Terms of services: Five (5) years contract**

**Duties and Responsibilities Duties and responsibilities will entail:**

1. driving vehicles and detecting common mechanical faults.
2. carrying out minor repairs.
3. maintaining work tickets for vehicles assigned.

4. ensuring safety of the vehicle on and off the road.
5. maintaining cleanliness of the assigned vehicle; and
6. ensuring adherence to or observations of traffic laws.

**Requirement for appointment to this grade, an officer must have:**

1. Served in the grade of Driver II for a minimum period of three (3) years.
2. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive.
3. Passed the Suitability Test for Drivers Grade III.
4. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Buildings.
5. Valid Certificate of Good Conduct; and
6. Shown merit and ability as reflected in work performance and results.

**12. INFORMATION COMMUNICATION TECHNOLOGY officer I, JOB GRADE “K”/CASB9**

**Terms of Service: Five (5) years contract**

**Duties and Responsibilities**

1. Duties and responsibilities will entail:
2. Assisting in coding, testing and implementing computer programs.
3. Assisting in providing user support; maintaining support systems and training of users;
4. Assisting in maintenance of Information Communication Technology equipment and associated peripherals.
5. Assist in certifying and configuring Information Communication Technology equipment.
6. Assisting in maintaining data protection system.
7. Assisting in installing and supporting servers.
8. Assist in installing and deployment of relevant hardware and software; and
9. Assist in providing user support and training users.

**Requirements For appointment to this grade, a candidate must have:**

1. Served in the grade of ICT officer II for at least three years.
2. Diploma in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution.
3. Attended a supervisory course lasting at least four weeks in a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

### **13.PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE “N “/CASB 6**

**Terms of services: Five (5) years contract**

**(a) Duties and Responsibilities Duties and Responsibilities will entail:**

1. Supervising staff under him/her.
2. Setting and agreeing on performance targets with officers answerable to him/her
3. Ensuring users' adherence to established ICT policies and standards
4. Provide support and maintenance of County Assembly ICT System
5. Training staff in information communication technology matters
6. coordinating systems development, implementation and maintenance; carrying out feasibility studies.
7. preparing progress report of the systems development.
8. evaluating systems and ensuring adherence to established Information Communication Technology Standards.
9. liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment; and
10. evaluating hardware maintenance feasibility studies and detailed specifications before implementation. Designing local area network and wide area network
11. Coordinating systems development, implementation and maintenance; carrying out feasibility studies.
12. Preparing progress report of the systems development.
13. Evaluating systems and ensuring adherence to established Information Communication Technology Standards.
14. Liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment; and
15. Evaluating hardware maintenance feasibility studies and detailed specifications before implementation

**Requirements for appointment to this grade, an officer must have:**

1. Served in the grade of Chief Information Communication Technology Officer for a minimum period of three (3) years.
2. Bachelor's degree in any of the following disciplines: -Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution.
3. Certificate in MCSE/MCITP (Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional) or CCNA/ N+(Cisco Certified Network Associate/Network+);
4. Certificate in Management Course of not less than four weeks from a recognized institution; 5. Registration with a relevant professional body & membership of good standing; and

6. Demonstrated managerial, administrative and professional competence in work performance and results.

#### **14. LIBRARIAN I, JOB GRADE “K”/CASB 9**

**Terms of service: Five (5) years contract**

**Duties and responsibilities will entail:**

Managing enquiries about library facilities.

1. Sourcing for information materials/publications, books, newspapers and magazines and maintaining their records.
2. Ensuring that books and other library materials are well arranged on the shelves.
3. Preparing informational materials in variety of formats (e.g. print, electronic, etc.) for public use.
4. Ensuring that new library materials and stock are recorded in the register;
5. maintaining records and registers for the library borrowers.
6. Performing records appraisal and propose disposal /refurbishment decision
7. maintaining library issues and receipts:
8. managing information materials such as books, videos, journals etc;
9. updating catalogues.

shelving new and returned books and other information materials photocopying and circulating published articles; receiving and compiling requisitions; sourcing for information materials/publications, books, newspapers and magazines and maintaining their records; sorting, indexing and filing information materials /publications; retrieving information from the library for use by clients; levying fines for overdue, damaged or lost information material; and documenting and archiving/preserving information resources.

**Requirements For appointment to this grade, an officer must have:**

1. Served in the grade of Librarian II or a comparable position for a minimum period of three (3) years.
2. Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution.
3. Bachelor's degree in social sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent
4. 4. qualification from a recognized Institution; Proficiency in computer applications; Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- 5 Shown merit and ability as reflected in work performance and results

#### **15. ELECTRICIAN OFFICER III, JOB GRADE “H”/ CASB 11**

**Terms of service: Five (5) years of service**

**Duties and responsibilities will entail:**

1. Carrying out Electrical and mechanical works

2. Repairing furniture, machines and equipment
3. Painting under the supervision of a senior officer
4. Maintaining buildings, plant and equipment.

**Requirement For appointment to this grade, an officer must have: -**

1. served in the grade of Artisan I or in a comparable position for a minimum period of three (3) years; OR

1. Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution.

2. Proficiency in computer application; and 3. Shown merit and ability as reflected in work performance and results

**16. SENIOR ADMINISTRATIVE ASSISTANT, JOB GRADE “L”/ CASB 8**

**Terms of service: Five (5) years contract**

**Duties and Responsibilities**

1. Duties and responsibilities at this level will entail: -
2. supervision of other junior staff in the section.
3. taking oral dictation; managing e-office.
4. word and data processing.
5. operating office equipment.
6. attending to visitors/clients.
7. handling telephone calls and appointments.
8. maintaining office diary and travel itineraries.
9. ensuring security of office records, equipment and documents including classified materials; 10. preparing responses to simple routine correspondence.
11. establishing and monitoring procedures for record keeping of correspondence and file movements.
12. maintaining an up to date filing system in the office.
13. ensuring security, integrity and confidentiality of data.
14. managing office protocol and etiquette.
15. supervising office cleanliness; and
16. managing petty cash.

**Requirements For appointment to this grade, an officer must have: -**

1. Served in the grade of Administrative Assistant I for a minimum period of three (3) years.
2. Stages I, II and III from the Kenya National Examinations Council in the following subjects: -
3. Shorthand III (minimum 100 w.p.m.);



4. Typewriting III (50w.p.m.)/ Computerised Document Processing III.
5. Business English III/Communications II.
6. Commerce II.
7. Office Practice II.
8. Office Management III
9. /Office Administration and Management III.
10. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution.
11. Certificate in computer applications from a recognized institution; and
12. Shown merit and ability as reflected in work performance and results.

#### **17. ASSISTANT DIRECTOR ADMINISTRATION SERVICES, JOB GRADE “P”/CASB 5**

**Terms of service: Five (5) years contract**

##### **Duties and Responsibilities will entail:**

1. assisting in development of administration plans, policies and procedures.
2. coordinating transport and logistics; 3. coordinating catering services.
4. coordinating repairs and maintenance of office equipment.
5. assists in preparation of budget for administration services.
6. supervise Principal Administration Officer, Chief administration officer, Senior Administration Officer, Administration Officers I and II and offer professional guidance.
7. oversee implementation of departmental initiatives, projects and programs.
8. oversee implementation of administration policies, rules, standards and procedures.
9. administer departmental linkages for enhanced synergy and overall delivery of assembly mandate.
10. overall administration of services in the Assembly.
11. interpreting and implementing strategies, policies, and standards pertaining to Administration services of the County Assembly.
12. procuring and effectively managing contracts relating to cleaning, mail/parcel delivery, and security.
13. implementing statutory requirements relating to maintenance of the County Assembly’s buildings and installations.
14. coordinating repairs and maintenance of office equipment.
15. ensuring prompt delivery of mail and execution of messengerial services; ensuring prompt settlement of utility services bills.
16. coordinating the execution of third-party service contracts e.g. cleaning and security services.
17. allocating of office and parking spaces.

18. overseeing functioning of the central/policy registries.
19. controlling the telephone expenditure in line with approved budget ceilings; overseeing auxiliary and courier services; and
20. liaising with Supply Chain Unit for the procurement of telephone lines for officers, calling cards, scratch cards and any components related to this service.

**Requirements For appointment to this grade, an officer must have:**

1. Served in the grade of principal Administration Officer for a minimum period of three (3) years.
2. Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution.
3. Master's degree in any of the following disciplines: Business Administration, Public Administration or any other equivalent qualification from a recognized institution.
4. Certificate in Leadership Course from a recognized institution lasting not less than six (6) weeks.
5. Proficiency in computer application.
6. Registration with a professional body with membership of good standing; and
7. Demonstrated managerial, Administration and professional competence in work performance and results