



COUNTY ASSEMBLY OF KWALE

VACANCIES

The County Assembly Service Board wishes to recruit competent and qualified persons to fill the following positions

1. DIRECTOR LEGISLATIVE SERVICES (CASB GRADE 10) – J.G “Q”

The Holder of this position will be in charge of Legal division, Committee & Legislative Services Division and Sargent at Arms Division.

Mandate

Providing procedural and legislative support, administrative support and interface between the Assembly and internal and external stakeholders.

Duties and responsibilities

- (i) The administrative services head for the procedure and business of the Assembly
- (ii) Preparation, processing and circulation of weekly programs of business, order papers and the resultant votes and proceedings of the Assembly
- (iii) Ensuring orderly processing of business in the House
- (iv) Provision of procedural advice to the house leadership, MCA’s clerk, staff and members of the public on Parliamentary procedures, traditions, conventions and processes.
- (v) Drafting and marshaling, publication of bills, motions, sessional papers, statement, questions and petitions.
- (vi) Keeping custody of and archiving all assembly journals and records
- (vii) Offering administrative support and services and management of sittings and interactions in the Assembly
- (viii) Coordinating capacity building programmes for Legislators

- (ix) Facilitating Parliamentary diplomacy through Parliamentary caucuses and friendship between the Assembly and other Parliaments
- (x) Providing an interface for enhanced participation and awareness of the role of the Assembly and status of business of the House
- (xi) Preparation and implementation of the departmental plans and budgets;
- (xii) Must demonstrate interest in legislative drafting.
- (xiii) Preparation and implementation of the departmental plans and budgets;
- (xiv) Any other duty assigned from time to time

Requirements for Appointment

- i. A holder of a Bachelor degree in Social Sciences, Law, any other degree in a relevant field from a University recognized in Kenya.
- ii. Master's degree and/or a senior management course is an added advantage
- iii. Demonstrably interested in legislative drafting, Parliamentary procedures, wide experience on the role functions and operations of a Legislative body
- iv. Possess not less than eight (8) years' relevant experience in a recognized institution
- v. Proficiency in Computer Application packages
- vi. Must have Managerial experience from a recognized reputable institution of not less than years 8 years

2. LEGAL COUNSEL I - (CASB GRADE 8) – J.G “N”

Duties and Responsibilities

- i. Offering legal advice to members and the assembly as an institution.
- ii. Drafting of Bills and amendments as to be proposed to the Assembly by any member of the Assembly or a Committee of the Assembly
- iii. Drafting and reviewing of contracts and other related legal documents
- iv. Conduct research and render legal briefs and opinions to the Speaker, the Clerk to the Assembly or Committees of the Assembly

- v. Collecting, circulating and filing of published bills and subsidiary legislation
- vi. Any other duty assigned by your superior from time to time
- vii. Drafting of private members Bills and taking the bills through the legislative process
- viii. Perform other duties that may be assigned from time to time;

Requirements for Appointment

- i) Have a Bachelors of Law Degree (LLB) from a recognized university
- ii) Be admitted as an Advocate of the High Court of Kenya;
- iii) Be in possession of current practicing certificate;
- iv) Have at least five (5) years relevant work and professional experience in a busy legal department, private firm or public entity;
- v) Have proficiency in Computer packages
- vi) Has the drive to work diligently with minimum supervision

3. DIRECTOR INFORMATION, TECHNOLOGY AND COMMUNICATIONS SERVICES – (CASB10) – J.G “Q”

The holder of this position will be in charge of Hansard, ICT, Research, and Library divisions.

Mandate

Public communication, ICT and Research standards, development and administration. Provision of Public Relation Service, Language management policies and Promotion of e-Parliament.

Duties and responsibilities

- i. Developing and implementing Assembly Communications Strategy;

- ii. Coordinating Public and media Relations in the Assembly
- iii. Overseeing Corporate Communications; coordinating development of information, Communication education to the MCA's and Staff
- iv. Implement County Assembly's' ICT strategy and ensuring continuous improvement f ICT applications
- v. Advising on the progress /implementation of ICT projects in the County Assembly and making progress reports to his office.
- vi. Coordinating systems analysis, design and programme specifications
- vii. Ensuring timely implementation and effective maintenance of systems
- viii. Designing and overseeing systems Installation and configuration.
- ix. Carrying out systems analysis, design and program specifications in liaison with users to ensure that information processing needs are met
- x. Evaluating and recommending on the suitability of Information Communication Technology equipment.
- xi. Verification, validation and certification of information technology equipment.
- xii. Overseeing the overall coordination, monitoring and evaluation of ICT systems and operations in the County Assembly and ensuring that projects are completed within the set time and budget while adhering to procedures and standards.
- xiii. Reviewing and evaluating feasibility studies and reports for implementation.
- xiv. Ensure maintenance and accurate database of Hansard publication
- xv. Ensure that policies, rules, standards and procedures governing Hansard production are well developed and implemented.
- xvi. Preparation and implementation of the departmental plans and budgets;
- xvii. Perform other duties that may be assigned from time to time;

Requirements for appointment

- vii. Bachelor's degree in Computer Science/Information Science and any other related degree from a University recognized in Kenya.
 - i. Bachelor's degree in Computer Science/Information Science and any other degree in a relevant field from a University recognized in Kenya.
 - ii. Master's degree and/or a senior management course is an added advantage

- iii. Wide professional experience in information management systems and knowledge in Information Communication Technology policies.
- iv. Have operational knowledge on information management systems.
- v. Have at least eight (8) years relevant working experience in a relevant field.
- vi. Demonstrated professional ability, initiative and competence in planning and organizing work
- vii. A thorough understanding of the County Assembly structure and function in relation to ICT operations.
- viii. Excellent leadership, interpersonal and communication skills.
- ix. Proficiency in Computer packages
- x. Possess Managerial skills

4. DIRECTOR HUMAN RESOURCE & ADMINISTRATION (CASB 10) – J.G “Q”

The holder of this position will be incharge of Human Resource management and Administration Services

Mandate

Responsible for development and enhancement of the institute’s Human Resource and Administration by strategically planning, implementing and evaluating employee relations and human resources policies, programs and practices.

Duties and Responsibilities

- i. Organization, direction, control and co-ordination of the functions of administration and the Assembly
- ii. Initiating development of the appropriate departmental policies, legal and institutional frameworks for the implementation of the mandate of administration
- iii. Ensuring operationalization of service delivery in the Assembly

- iv. Handling administrative matters, human resource issues and managing inventories of the administrative tools, equipment and other required assets related to the department;
- v. Preparation and implementation of the departmental plans and budgets;
- vi. Ensure timely, efficiency communication and coordination of administration and public service departmental affairs;
- vii. Perform other duties that may be assigned from time to time;
- viii. Perform other duties that may be assigned from time to time;
- ix. Perform other duties that may be assigned from time to time;

Required qualifications for appointment

- i) Possess a Bachelor's degree in Human Resource Management, industrial Relations, Public/ Business administration, any other relevant qualification from a recognized institution
- ii) Master's degree and/or a senior management course is an added advantage
- iii) Higher diploma/Diploma in Human Resource Management
- iv) Be familiar with Government policies, procedures and regulations relating to Human Resource management and Administration.
- i) Proficiency in Computer packages
- ii) Must have Managerial t experience from a recognized reputable institution of not less than eight (8) years

5. RECORDS MANAGEMENT OFFICER - (CASB GRADE 6) – J.G “L”

Duties and Responsibilities

Specific duties and responsibilities will include:-

- i. Will be in-charge of the registry in the Organization.
- ii. Creating and maintaining County Assembly databases to ensure quick retrieval of information.
- iii. Developing records distribution and storage systems.

- iv. Providing the necessary support to ensure the County Assembly is accountable and transparency.
- v. Ensuring that File covers are well maintained.
- vi. Ensuring that documents are well and carefully handled.
- vii. Ensuring that pending correspondence and bring-ups are checked and appropriate action taken.
- viii. Ensuring that mails are received, sorted, opened and dispatched and ensuring that related registers are maintained.
- ix. Ensuring that data is protected, classified and indexed accordingly.
- x. The officer will initiate appraisal and disposal of files/ documents in liaison with National archives and documentation Services.
- xi. Ensuring that records are easily available when needed.
- xii. Any other duty that may be assigned from time to time.

Requirement for appointment

- i. Served in a reputable institution for a period not less than three (3) years.
- ii. A Diploma in Records/ information Management, Information /Library Science or equivalent qualification from a recognized institution; and
- iii. Highly proficient in Computer applications

6. PUBLIC RELATIONS OFFICER I - (CASB GRADE 8) – J.G “N”

Duties and Responsibilities

- i. Implementing the Assembly’s Communications Strategy.
- ii. Providing logistical support for events.
- iii. Providing media liaison services for the Assembly.
- iv. Coordinating the preparation and placement of radio and television information.
- v. Fostering community relations through such as open days and through involvement in community initiatives

- vi. Preparing and organizing forums where Assembly policies, programs and projects are propagated and promoted.
- vii. Promoting stakeholder relations.
- viii. Analyzing articles in the media pertaining to the Assembly and making appropriate recommendations.
- ix. Overseeing development of still and moving photography.
- x. Reviewing speeches, media briefs and Assembly's newsletters
- (x) Sourcing for appropriate media to disseminate information on activities.
- (xi) Developing corporate materials and branding.
- (xii) Preparing and placing radio and television infomercials.
- (xiii) Documenting the Assembly's events through video, photography and press cuttings.
- xiv. Performing any other duty as may be assigned from time to time

Requirements for appointment

- (i) Possess a Bachelor's Degree in Mass Communication or Public Relations or any other related field from a recognized institution in Kenya.
- (ii) Served in a reputable institution for a period not less than five (5) years.
- (iii) Demonstrate outstanding professional skills in the following areas; competence & administrative, Management and sound knowledge of media/public relations and communication skills
- (iv) Be competent with the use of IT as a working tool.
- (v) Have good administrative, organization and analytical skills.
- (vi) Have good written and verbal communication skills in English and Swahili.
- (vii) Any Other duties assigned from time time.

7. BUDGET OFFICER II (CASB GRADE 7) – J.G 'M'

Duties and Responsibilities

- (i) Coordinating and analyzing medium term expenditure framework and Budget
- (ii) Assisting the Institution in costing of programs
- (iii) Initial preparation of responses to all budgetary matters including all raised by parliamentary oversight committee
- (iv) Collecting and collating statistical information for budget projection
- (v) Monitoring votes status in Budget implementation
- (vi) Perform periodic review of Budgets and analysis for Budgets
- (vii) Preparing technical briefs on financial management
- (viii) Perform Trend Analysis
- (ix) Any other duty assigned by superiors from time to time

Requirements for Appointment

- (i) Diploma in Economics & Statistics, Commerce or Finance related field.
- (ii) Holder of CPA (K).
- (iii) Member of ICPAK
- (iv) Possess relevant experience for not less than four (4) years from a reputable Public Institution
- (v) Computer Literate.
- (vi) Knowledge in statistics will be an added advantage

8. COMMISSIONAIRE (CASB GRADE 5) J.G 'K' (Female) 2 Posts

Duties and Responsibilities

- i. Enforce standing orders / rules / regulations and procedures
- ii. Undertake chamber/ceremonial duties
- iii. Maintain members attendance register
- iv. Door keeping to chambers/ committee rooms during sessions
- v. Assist in protocol
- vi. Control of vehicular traffic/parking

- vii. Perform security duties
- viii. Screening and booking in of visitors
- ix. Storage of visitors Luggage
- x. Control visitors in the public gallery
- xi. Distribute bills, order papers, reports mails, brochures to MCA's
- xii. Control press in gallery.
- xiii. Any other duty assigned from time to time

Requirements for appointment

- i) Be in possession of KCSE grade C- and above
- ii) Be in possession of First Aid/Fire Fighting Certificate
- iii) Paramilitary training qualifications
- iv) Have a relevant form the forces of not less than three (3) years
- v) Be of sound health

9. EXECUTIVE SECRETARY (CASB 8) – J.G 'N'

Duties and Responsibilities

The office holder may be required to work for more than one officer or may be deployed to perform the following duties and responsibilities.

- i) Typing, printing and photocopy
- ii) The office holder may be required to work at the reception desk.
- iii) Management of e-office
- iv) Ensuring security of office records, documents and equipment
- v) Handling telephone calls and appointments
- vi) Operating office equipment and management of office protocol
- vii) Handling front office
- viii) Performing any other duty assigned from time to time

Requirements for appointment

- i) Must be a holder of a Bachelor's degree in Business administration or a related field in a university recognized in Kenya.
- ii) Must be able to type ninety (90) words per minute
- iii) Experience in front office
- iv) A certificate in Front Office will be an added advantage
- v) Must have relevant experience form a recognized institution of not less than Five (5) years
- vi) Certificate in Computer applications

10. SIGN LANGUAGE INTERPRETER (CASB GRADE 6) J.G" L"

Duties and Responsibilities:

- i. Assisting physically challenged (hearing impaired) individuals understand the proceedings of the plenary and committees of the assembly;
- ii. Facilitating communication with the hearing impaired through sign language;
- iii. Serve as a liaison between County Assembly and the special needs community;
- iv. Providing accurate accounts of proceedings in sign language
- v. Performing any other duty as may be assigned from time to time

Requirement for appointment

- i. Diploma in special needs education
- ii. Certificate in sign language interpretations from a recognized institution
- iii. Must be Computer literate
- iv. Have a relevant experience of not less than three (3) years form a reputable organization
- v. Knowledge in brail writing and reading is added advantage

11. WORKS OFFICER – ELECTRICAL (CASB GRADE 4) – J.G "J"

Duties and Responsibilities

- i) Carrying out electrical installations
- ii) Maintenance of Electrical Works

- iii) Repair of Electrical Installations
- iv) Assisting in preparing reports on operation and maintenance of electro-mechanical equipment.
- v) Requisition of materials and keeping records of work undertaken
- vi) Making sketches and estimates for simple structures
- vii) Writing progress reports
- viii) Assisting in Preparing Bills of Quantities for Electrical works.
- ix) Performing any other duty as may be assigned from time to time

Requirements for appointment

- i) Must possess a minimum qualification of a Certificate in Electrical Engineering (Power Option) from a recognized institution
- ii) Must possess a certificate in Government Grade Test 1 or its equivalent and relevant qualification
- iii) Evidence experience of a minimum of three (3) years from a recognized institution
- iv) Must be proficient in use of Computer programs and other office equipment

12. WORKS OFFICER – PLUMBING (CASB GRADE 4) J.G “J”

Duties and responsibilities

- i) Undertaking improvement works and repair works of water pipeline
- ii) Patrolling pipeline to identify and fix leakages and routine checks
- iii) Connecting and disconnecting of pipelines as may be directed by the supervisor
- iv) Capacity building the MCA’s, staff and the community on water management and distribution methods incase water is rationed
- v) Preparation of repair and maintenance schedules
- vi) Perform any other duty as may be assigned from time to time

Requirements for appointment

- i) Must possess a certificate in Government Grade Test 1 or its equivalent and relevant qualification
- ii) Must have a relevant experience for a period of not less than three (3) years in a recognized Institution.
- iii) Show merit and ability as reflected in work performance result

13. RESEARCH OFFICER II - (CASB GRADE 7) J.G "M"

Duties and Responsibilities

- i. Demonstrate knowledge and understanding of concepts and techniques of professional research
- ii. Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- iii. Initiating and conducting anticipatory research and analysis on key policy issues;
- iv. Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- v. Planning and coordinating functions and operations of a section within the clerks chambers including table office, committee office and procedural research;
- vi. Maintaining a periodically update inventory of publications on current issues, legislation and major public policy issues/questions;
- vii. Providing technical back up on research on Assembly business.
- viii. Any other duty assigned from time to time

Requirements for appointment

- i. Diploma in Statistics, Social Sciences, Economics or its equivalent from a recognized institution
- ii. Proficiency in computer application skills
- iii. Relevant experience from a recognized institution for not less than Four (4) years

- iv. Possess experience in record keeping and information
- v. Proficiency in communicating in English and Swahili

14. FISCAL ANALYST I – (CASB 8) J.G “N”

Duties and Responsibilities

An officer at this level required to coordinate the budget matters. Specific duties and responsibilities will entail;

- i. Coordinating budget preparation for various departments in the County Assembly
- ii. Analyzing Budget Estimates for the County Government
- iii. Analyzing programme performance targets
- iv. Analyzing fiscal returns
- v. Preparing fiscal reports
- vi. Developing Improved budgetary practices and systems
- vii. Monitoring and review of financial and fiscal implementation of programs and projects and initiating corrective action
- viii. Undertaking risk analysis in budget management
- ix. Carryout effective research on report writing skills
- x. Preparing technical briefs on financial management
- xi. Assessing the strengths and weaknesses of the County Government policy relating to resource mobilization, allocation and utilization.
- xii. Conducting budget research and summarizing the findings inform of a report
- xiii. Assisting in developing annual work plan
- xiv. Preparing and delivering budget information to members and relevant house committee members.
- xv. Carryout commissioned budget analysis on specific areas of interest deemed necessary.

- xvi. Any other duty that maybe be assigned by the office from time to time

Requirements for appointment

- i. Bachelor's Degree in any of the following disciplines;- Economics, statistics, Mathematics, Commerce or any other equivalent qualification form a recognized Institution
- ii. Relevant experience from a recognized institution for not less than Five (5) years
- iii. Should be a member of ICPAK
- iv. Proficiency in computer application skills

15.SUPPORT STAFF SUPERVISOR – (CASB 3) – J.G “F”

Duties and Responsibilities

- i. Supervising Support staff and cleaners
- ii. Delivering mails and correspondences
- iii. Messagerial duties
- iv. Preparing schedules and work plans
- v. Carrying out various office duties
- vi. Any other duty assigned from time to time.

Requirements for Appointment

- i. Kenya Certificate of Secondary Certificate mean grade D (plain) or any other equivalent qualification;
- ii. Ability to take Instructions
- iii. Good Communication skills
- iv. Not less than Three (3) years' experience in a reputable organization

16.OFFICE CLEANERS – (CASB 2) – J.G “C”- Eight posts

Duties and responsibilities

- i. Performing Cleaning duties
- ii. Cleaning Office facilities, building and its Compounds
- iii. Any other duty assigned by your seniors

Requirements for Appointment

- i. Primary school certificate;
- ii. D- (minus) and below
- iii. Six (6) months renewable contact

17.ENGINEER I -(ELECTRICAL) -(CASB 8) - J.G “N”

Duties and responsibilities Duties and Responsibilities

- i. Designing, maintaining, implementing, or improving electrical instruments, facilities, components, equipment products, or systems for industrial, Commercial or commercial domestic purposes.
- ii. Performing a wide range of (engineering tasks by operating computer – assisting design or engineering software and equipment
- iii. Conferring with the Board and other internal stakeholders to discuss existing or potential engineering products or projects
- iv. Establishing construction, manufacturing or installation standards or specifications by performing a wide range of detailed calculations
- v. Writing reports and compiling data regarding existing and potential electrical engineering projects and studies
- vi. Supervising or training project team members
- vii. Estimating material, labor, or construction costs for budget preparation
- viii. Maintaining electrical equipment
- ix. Working with a variety of technicians
- x. Design of electrical/electronic engineering services in public buildings and construction works.

- xi. Repair and maintenance of electrical/ equipment's installations for the Assembly buildings and facilities.
- xii. Undertaking projects.
- xiii. Preparation of specifications for new equipment.
- xiv. Processing of tenders for electrical/electronic installation work.
- xv. 0 Offering consultations, advice and support in the related field.
- xvi. Any other duties assigned by time to time

Requirements for Appointment.

- i. A bachelor's degree in electrical engineering or equivalent qualification from an accredited institution.
- ii. Be registered as a graduate member of engineering registration Board of Kenya.
- iii. Must be computer literate.
- iv. Licensed as a professional engineer
- v. At least 5 years' experience in a public institution.
- vi. Satisfy the requirement of chapter six of the constitution
- vii. A senior management course is an added advantage

18. ENGINEER I (CIVIL ENGINEERING) – (CASB 8) – J.G “N”

Duties and Responsibilities

- i. Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects
- ii. Plan and design transportation or hydraulic systems and structures, following construction and government standards, using design software and drawing tools
- iii. Compute load and grade requirements, water flow rates, and material stress factors to determine design specifications
- iv. Inspect project sites to monitor progress and ensure conformance to design specifications and safety of sanitation standards

- v. Direct construction, operations and maintenance activities at project sites
- vi. Direct or participate in surveying to lay out installations and establish reference points, grades and elevations to guide construction
- vii. Estimate quantities and cost of materials, equipment, or labor to determine project feasibility
- viii. Prepare or present public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions
- ix. Test soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel
- x. Provide technical advice regarding design, construction, or program modifications and structural
- xi. Conduct studies of traffic patterns or environmental conditions to identify engineering problems and assess the potential impact of projects
- xii. Offering consultations, advice and support in the related field.
- xiii. Any other duty assigned from time to time.

Requirements for Appointment

- i. Must possess a Bachelor Degree in Civil & Structural Engineering from an accredited Institution
- ii. Senior management course is an added advantage
- iii. Minimum five (5) years' experience in civil & Structural Engineering Design
- iv. Be registered as a graduate member of engineering registration Board of Kenya.
- v. Licensed as a professional engineer
- vi. Experience in using or a desire to learn required software
- vii. Proficient in design and calculation software
- viii. Possess Computer operation skills

Candidates interested in the above position must have the following clearances:

- a) A certificate of good conduct
- b) A clearance certificate from the higher Educations Loans Board
- c) A tax compliance certificate from the Kenya Revenue Authority
- d) A certificate from the ethics and Anti – corruption commission

All applications should be submitted on or before 1st October 2020 by 4.30 pm.

Posted or hand delivered at the Kwale County Assembly Administration Block Offices on a **sealed** envelope clearly marked on the **left side** the category in which they fall and addressed to:

The Secretary

Kwale County Assembly Board

P.o Box 231 – 80403

KWALE

OR submitted electronically; where all documents should be scanned and merged into one PDF file format, please quote the respective position on the subject of the email and send to clerk@kwalecountyassembly.co.ke

1. People with **special needs** are encouraged to apply
2. Canvassing in any form will lead to automatic disqualification

Note: Kindly visit our official website www.kwalecountyassembly.co.ke for details of the requirements.

