



COUNTY ASSEMBLY OF BUNGOMA

COUNTY ASSEMBLY OF BUNGOMA

ADVERTISEMENT

The County Assembly of Bungoma Service Board invites applications from suitably qualified candidates to fill the following vacant positions:-

Designation	Scale	No. of Posts	Advert No
Principal Clerk Assistant (Legislative Procedural and Chamber services)	4	1	CASB/1/2019
Senior Clerk Assistants	5	2	CASB/2/2019
Clerk Assistants III	8	5	CASB/3/2019
HANSARD DEPARTMENT			
Senior Assistant H. Editor	5	1	CASB/4/2019
Hansard Reporter III	8	2	CASB/5/2019
Hansard Technician III	8	1	CASB/6/2019
Sign Language Interpreter	8	1	CASB/7/2019
RESEARCH AND LIBRARY			
Senior Research Officer	5	1	CASB/8/2019
Research Officer III	8	1	CASB/9/2019
LEGAL			
Legal Counsel	6	1	CASB/10/2019
SEARJEANT AT ARMS			
Asst.Searjeant At Arms	9	1	CASB/11/2019
Commissionaires	10	5	CASB/12/2019
BUDGET OFFICE			
Senior fiscal Analyst	5	1	CASB/13/2019
ICT & PUBLIC COMMUNICATIONS			
Senior ICT Officer	5	1	CASB/14/2019
ICT Officer III	8	2	CASB/15/2019
Public Comm. Officer I	6	1	CASB/16/2019
INTERNAL AUDIT			
Senior Internal Auditor	5	1	CASB/17/2019
FINANCE AND ACCOUNTS			
Principal Finance Officer	4	1	CASB/18/2019
Accountant 1	7	1	CASB/19/2019
Accountant II	8	3	CASB/20/2019
SUPPLY CHAIN MANAGEMENT			
Senior Supply Chain Officer	5	1	CASB/21/2019
Supply Chain Officer I	6	1	CASB/22/2019
HUMAN RESOURCE MANAGEMENT			

OFFICER			
Principal Human Resource Officer	4	1	CASB/23/2019
Human Resource Officer I	6	1	CASB/24/2019
Records Management Officer I	6	1	CASB/25/2019
Driver IV	10	2	CASB/26/2019

Job specifications and requirements for each position stated above can be downloaded from the County Assembly website **www.bungomaassembly.go.ke**

Interested and qualified candidates are requested to forward their applications with copies of applicant's academic and professional testimonials, and copy of Identity Card both sides to reach the Secretary County Assembly Service Board, P. O. Box 1886-50200, Bungoma or be hand delivered to the Human Resource Management office, room No.10 at the County Assembly.

Shortlisted candidates shall be required to produce originals of their National Identity Cards, academic degree transcripts, professional certificates and clearances from, EACC, KRA, DCI and CRB.

Terms: permanent and pensionable

Please note that:

- a. Candidates should NOT attach original documents.
- b. Only shortlisted and successful candidates will be contacted.
- c. **Canvassing in any form will lead to automatic disqualification.**

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

**The Secretary,
County Assembly Service Board,
County Assembly of Bungoma,
P.O Box 1886 – 50200, Bungoma.**

Or, be hand delivered to the Human Resource Management office, so as to reach not later than 18.03.2019 at 5.00 pm.

PRINCIPAL CLERK ASSISTANT- LEGISLATIVE, PROCEDURAL AND CHAMBER SERVICES – SALARY SCALE 4 CASB/1/2019 (1 POSITION)

Kshs. 97,320 x4, 880-102,200 x5, 110 – 107,310x5, 350 -112,660 x 5,630 – 118,290 x 5,920 – 124,210 x6, 210 – 130,420 p.m

House Allowance Ksh.21, 000

Commuter Allowance Ksh.14, 000

DUTIES AND RESPONSIBILITIES

- i) Advise the Speaker, other presiding officers and members of the County Assembly on Legislative procedures and practices.
- ii) Research on matters pertaining to parliamentary practices and procedures by consulting appropriate sources.

- iii) Coordinating legislative and procedural functions, such as activities pertaining to seminars and conferences for Members of County Assembly and Staff in Legislative, Procedural and Chamber services.
- iv) Drafting and processing of order papers, statements and motions in the table office.
- v) Co-coordinating preparation and maintenance of Bills and Motion Trackers.
- vi) Offering administrative services to various committees attached to Legislative, procedural and chamber services
- vii) Planning and coordinating functions and operations of the table office and offering research services to various relevant committees.
- viii) Organizing, developing and managing induction programmes for MCAs and oversee exchange programmes, in Procedural and Legislature matters.
- ix) Management of journal office.
- x) Assignment of other duties from time to time as shall be deemed necessary.

REQUIREMENTS

- i) A Bachelor's degree in Public Administration, Law, or any other social science from a recognized university.
- ii) A Master's degree in a relevant discipline from a recognized university will be an added advantage.
- iii) Relevant working experience of at least 5 years in public or private sector, **three of which must have been in senior management level.**
- iv) Senior Management course from Kenya School of Government or any other ecognized institution lasting not less than 4 weeks.
- v) Display knowledge of parliamentary practices and procedures.
- vi) Meet the requirements of Chapter six of the Constitution of Kenya, 2010.

SENIOR CLERK ASSISTANT (Legislative, Procedural and Chamber Services) SALARY SCALE 5 CASB/2/2019 (1 POSITION)

Kshs. 84,080 x 4,200 – 88,280 x4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m.

House Allowance Ksh .21, 000

Commuter Allowance Ksh. 12, 000

DUTIES AND RESPONSIBILITIES

- i) Drafting and processing questions and motions in the table office.
- ii) Research on legislative, procedural and chamber services
- iii) Serve as table clerk
- iv) Carry out administrative functions as shall be assigned from time to time.
- v) Organizing and coordinating activities on seminars and conferences for legislative, procedural and Chamber services committees.
- vi) Work under the supervision of the Principal Clerk Assistant Legislative Services.

SENIOR CLERK ASSISTANT (COMMITTEE SERVICES) SALARY SCALE 5 CASB/2/2019 (1 POSITION)

Kshs. 84,080 x 4,200 – 88,280 x4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m.

House Allowance Kshs 21, 000

Commuter Allowance Kshs 12,000

Duties and Responsibilities

- i) Taking minutes of committees.
- ii) Report writing
- iii) Carry out research on topical issues in order to advise committees.
- iv) Carry out administrative functions as shall be assigned from time to time.
- v) Assisting in organizing and coordinating activities on seminars and conferences for committees' services.
- vi) Work under the supervision of the Principal Clerk Assistant Committee Services.

REQUIREMENTS

- i) Bachelor's degree in Public Administration, Law, Social Science or any related field from a recognized institution.
- ii) Must have served in a senior position in the Public service or private sector for at least three (3) years.
- iii) Master's Degree in the relevant discipline will be an added advantage.
- iv) Attendance of Senior Management Course from a recognized institution lasting not less than 4 weeks.
- v) Meet the requirements of Chapter six of the Constitution of Kenya, 2010

CLERK ASSISTANT III SALARY SCALE 8 CASB/3/2019(5 POSITIONS)

Kshs. 40,410 x 1,850 – 42,260 x1,930 – 44,190 x2,040 – 46,230 x2,120 – 48,350 x 2,460 – 50,810 p.m

House Allowance Kshs 16, 500

Commuter Allowance Kshs 8, 000

DUTIES AND RESPONSIBILITIES

- i) Assisting in ensuring adherence to Assembly procedures, practices, conventions, traditions and etiquette
- ii) Research involving search for fresh information by consulting appropriate sources.
- iii) Offering administrative services to the various Assembly committees.
- iv) Assisting in organizing activities on seminars and conferences for Members of the County Assembly.
- v) Taking minutes for the committees and preparing of committee reports.
- vi) Additional duties as shall be assigned from time to time.

REQUIREMENTS

- i) Bachelor's degree in Public Administration, Law, Social Science or related field from a recognized institution.
- ii) Good command of spoken and written English and Kiswahili and possess report writing skills.

- iii) Be computer literate.
- iv) Meet the requirements of Chapter six of the Constitution of Kenya 2010.

SENIOR ASSISTANT HANSARD EDITOR SALARY SCALE 5 (1 POST) CASB/4/2019

Kshs. 84,080 x 4,200 – 88,280 x4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m.

House Allowance Kshs 21, 000

Commuter Allowance Kshs12, 000

DUTIES AND RESPONSIBILITIES

- i) Reporting; recording, translating and transcribing.
- ii) Editing:-checking transcripts to correct errors by amending, deleting or adding information.
- iii) Documentation:-organizing information for orderly storage and retrieval by sorting, classification and indexing.
- iv) Research:-Search for information from appropriate sources
- v) Any other responsibilities as shall be assigned from time to time.

REQUIREMENTS

- i) Bachelor of Arts Degree in Linguistics, majoring in English and Kiswahili, Mass Communication and Journalism or any other social science from a recognized institution.
- ii) Master's Degree in relevant field is an added advantage.
- iii) Demonstrated knowledge of legislative procedures and conduct of County Assembly
- iv) Work experience as a Hansard Reporter for at least three (3) years in a reputable institution.
- v) Attended a Senior Management Course from a reputable institution lasting not less than 4 weeks.
- vi) Proven ability in managerial and organizational skills.
- vii) Should be computer literate.
- viii) Meet the requirements of Chapter six of the Constitution of Kenya 2010.

HANSARD REPORTER III SALARY SCALE 8 CASB/5/2019 (2 POSTS)

Kshs. 40,410 x 1,850 – 42,260 x1,930 – 44,190 x2,040 – 46,230 x2,120 – 48,350 x 2,460 – 50,810 p.m

House Allowance Kshs 16, 500

Commuter Allowance Kshs 6, 000

DUTIES AND RESPONSIBILITIES

- i) Ensuring timely and accurate transcription of assembly proceedings.
- ii) Undertaking independent verbatim reporting of Assembly proceedings and those of relevant committees and their functions within or outside the Assembly precincts.
- iii) Preparing transcripts for editing.
- iv) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

REQUIREMENTS

- i) Bachelors in Linguistics majoring in English and Kiswahili from a recognized institution or journalism, mass communication or any social sciences from a recognized institution.
- ii) Kenya Certificate of Secondary Education mean grade of C+ with C+ in both English and Kiswahili or its equivalent qualification.
- iii) Be in possession of 30 w.p.m and audio typing I and II plus.
- iv) Should be computer literate. Any previous relevant work experience will be an added advantage..
- v) Meet the requirements of Chapter six of the Constitution of Kenya 2010.

HANSARD TECHNICIAN SALARY SCALE 8 CASB/6/2019 (1 POST)

Kshs. 40,410 x 1,850 – 42,260 x1,930 – 44,190 x2,040 – 46,230 x2,120 – 48,350 x 2,460 – 50,810 p.m

House Allowance Kshs.16, 500

Commuter Allowance Kshs.6, 000

DUTIES AND RESPONSIBILITIES

- i) Management and maintenance of hansard equipment.
- ii) Management of multimedia equipment.
- iii) Ensuring proper functioning of the hansard equipment and other multi-media equipment.
- iv) Installation of multimedia devices.

REQUIREMENTS

- i) Diploma in electrical/electronic engineering or Diploma in computer studies or diploma in IT.
- ii) At-least 2 years relevant experience.
- iii) Meet the requirements of Chapter six of the Constitution of Kenya 2010.

SIGN LANGUAGE INTERPRETER SALARY SCALE 8 CASB/7/2019 (1 POST)

Kshs. 40,410 x 1,850 – 42,260 x1,930 – 44,190 x2,040 – 46,230 x2,120 – 48,350 x 2,460 – 50,810 p.m

House Allowance Kshs 16, 500

Commuter Allowance Kshs 6, 000

DUTIES AND RESPONSIBILITIES

- i) Assisting the hearing impaired individuals and understand the proceedings of the County Assembly.
- ii) Facilitating communication with the hearing impaired through sign language.
- iii) Serve as liaison between County Assembly and the community.
- iv) Provide timely accurate account of proceedings of the Assembly.
- v) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

REQUIREMENTS

- i) Bachelor degree in sign language from a recognized institution.
- ii) At least three years' work experience of sign language and interpretation.

- iii) Good listening and communication skills.
- iv) Knowledgeable in County Assembly procedures, proceedings and operations.
- v) Possess ability to research and use the same in interpreting the proceedings of the Assembly and have a good memory.

SENIOR RESEARCH OFFICER -SALARY SCALE 5 CASB/8/2019 (1 POST)

Kshs. 84,080 x 4,200 – 88,280 x4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m.

House Allowance Kshs.21, 000

Commuter Allowance Kshs. 12, 000

DUTIES AND RESPONSIBILITIES

- i) Ensuring provision of non-partisan professional research services to Members of County Assembly, Committees and staff.
- ii) Overseeing the assessment of the strengths and weaknesses of County government policy options.
- iii) Initiating and conducting anticipatory research/analysis on key policy issues, including assessing the strengths and weakness of policy options,
- iv) Writing of research papers and reports and facilitating their subsequent publications and dissemination.
- v) Supervising and ensuring quality control in the preparation of research papers, briefing notes and particular points of view.
- vi) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions.

REQUIREMENTS

- i) Have a Bachelor's degree in statistics, geography, economics, mathematics, social science ,social research or its equivalent from a recognized institution
- ii) Master's Degree is an added advantage
- iii) Three (3) years' work experience in a reputable organization
- iv) A thorough demonstrable knowledge and understanding of the concepts and techniques of professional research with particular emphasis on public policy analysis and an ability to write reports in a clear, concise and understandable manner
- v) An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly
- vi) Demonstrated outstanding administrative/managerial capability in the organization of the research services
- vii) Possess a Senior Management Course from a reputable institution lasting not less than 4 weeks
- viii) Meet the requirements of Chapter six of the Constitution of Kenya

RESEARCH OFFICER III SALARY SCALE 8 CASB/9/2019(1 POSITION)

Kshs. 40,410 x 1,850 – 42,260 x1,930 – 44,190 x2,040 – 46,230 x2,120 – 48,350 x 2,460 – 50,810 p.m

House Allowance Kshs 16, 500

Commuter Allowance Kshs 6, 000

DUTIES AND RESPONSIBILITIES

- i) Provision of non-partisan, professional research assistance and analysis to members, committees and staff of the county assembly,
- ii) Assessing the strengths and weaknesses of policy options
- iii) Provide expert interpretation, explanation and analysis.
- iv) Maintain a periodically updated inventory of publications on current issues, legislations and major public policy issues and questions.
- v) Providing back up to the County Assembly committees.

REQUIREMENTS

- i) Have a Bachelor's degree in statistics, geography, economics, mathematics, social research or its equivalent from a recognized institution.
- ii) Thorough knowledge and understanding of the concepts and techniques of professional research with particular emphasis on public policy, analysis and ability to write, edit in a clear concise and understandable manner.
- iii) Two (2) years' work experience in a reputable Institution.
- iv) Numeracy and confidence in using statistical techniques and computer based programmes and strong analytical skills
- v) Must be computer literate and proficient.
- vi) Meet the requirements of Chapter six of the Constitution of Kenya.

LEGAL COUNSEL SALARY SCALE 6 CASB/10/2019 (1 POST)

Kshs. 53,370 x 2,660 – 56,030 x2, 830 – 58,860 x 2,980 – 61,840 x 3,330 – 65,170 x3, 480 -68,650 x 3,660 – 72,310 x 3,570 -75,880 x3+, 650 – 79,530

House Allowance Kshs.16, 500

Commuter Allowance Kshs.8, 000

DUTIES AND REQUIREMENTS

- i) Drafting of private members bills.
- ii) Drafting of amendments to Bills to be proposed to the House by any Member of County Assembly or the Committee of the County Assembly
- iii) Providing legal interpretation of Acts, Bills, Regulations and legal advice on matters relating to the County Assembly.
- iv) Providing legal advice to the County Assembly and its committees and any other legal services that may be required by the County Assembly, the Speaker, Clerk and staff.
- v) Ensuring that legislative instruments passed by the County Assembly are not inconsistent with the Constitution.

- vi) Legal representation of the County Assembly and County Assembly Service Board in court proceedings.
- vii) Giving legal opinion on matters before or relating to the County Assembly.
- viii) Undertaking legal research.

REQUIREMENTS

- i) Bachelor of Law degree from recognized institution.
- ii) Work experience of seven (7) years in a comparable institution.
- iii) Be an Advocate of the High Court of Kenya.
- iv) Be in possession of a current practicing certificate.
- v) Have proficiency in the use of basic computer applications.
- vi) Meet the requirements of Chapter six of the Constitution of Kenya 2010.

ASSISTANT SERJEANT-AT-ARMS, SALARY SCALE 9 CASB/11/2019 (1 POST)

Ksh35,400x1,600-37,000x1,660-38,660x1,750-40,410x1,850-42,260x1,930-44,190x2,040-46,230p.m

House Allowance Kshs.9, 600

Commuter Allowance Kshs.5, 000

DUTIES AND RESPONSIBILITIES.

- i) Ensuring protective security for all personnel and property.
- ii) Access control management.
- iii) Crowd management.
- iv) Carrying out periodical security surveys.
- v) Conducting institutional risk assessment.
- vi) Identifying security threats and providing counter intelligence measures.
- vii) Ensuring fire prevention and safety of the facilities.
- viii) Controlling unauthorized parking.
- ix) Submission of periodic reports.
- x) Coordinating security duties.
- xi) Maintaining orderliness in the public gallery.

REQUIREMENTS

- i) Have served in disciplined forces for a period of not less than five years and be in possession of a recognized military/Para military training certificate.
- ii) Have served and attained the rank of a serjeant and above.
- iii) Be in possession of a Diploma in a relevant discipline from a recognized institution.
- iv) KCSE mean grade c (plain) and above.
- v) Be computer literate.
- vi) Demonstrate thorough understanding of the integrated security management systems.
- vii) Be in possession of first Aid and Firefighting Certificates
- viii) Have shown merit and ability in, work performance and results.
- ix) Meet the requirements of Chapter six of the Constitution of Kenya 2010.

COMMISSIONAIRES SALARY:SCALE 10 CASB/12/2019 (5 Positions)

Ksh 29,190x1, 220-30,410x1, 280-31,690x1, 340-33,030x1, 410-34,440p.m

House Allowance Kshs.5, 800

Commuter Allowance Kshs.4, 000

DUTIES AND RESPONSIBILITIES

- i) Allocation of mails to MCAs' pigeon holes.
- ii) Screening of Members.
- iii) Booking of visitors/guests, screening and issuance of entry badges at the entrance and storage of visitors' baggage.
- iv) Prevention of removal of institutional property without proper and authorized documentation
- v) Provide crowd control management.
- vi) Assist in crime detection and crime prevention.

REQUIREMENTS

- i) Be in possession of KCSE grade D+ or its equivalent.
- ii) Be in possession of a paramilitary certificate or have served satisfactorily in disciplined service for a period of not less than 3 years.
- iii) Have first aid certificate/firefighting certificate/Disaster management certificate.
- iv) Be computer literate.

SENIOR FISCAL ANALYST SALARY SCALE 5 (1 POST) CASB/13/2019

Kshs. 84,080 x 4,200 – 88,280 x4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m.

House Allowance Kshs.21, 000

Commuter Allowance Kshs.12, 000

DUTIES AND RESPONSIBILITIES

- i) Carrying out budget analysis and research on specific areas of interest as deemed necessary including financial risk posed by government policies.
- ii) Carrying out the strengths and weaknesses of government policy options relating to resource mobilization and allocation.
- iii) Designing and conducting relevant budget research on specific areas of interest.
- iv) Guiding the process of assessment of the strengths and weaknesses of government policy options relating to resource mobilization, allocation and utilization.
- v) Assisting in preparing and delivering budgetary information to members and relevant House committees.

- vi) Assisting the County Assembly in monitoring and evaluation of County budget and preparation of budget implementation reports.
- vii) Assisting budget workshop planning and participating.
- viii) Formulating the departmental annual work plan, monitoring and evaluating its implementation.
- ix) Developing training needs assessment for the staff in the budget office.

REQUIREMENTS

- i) Bachelor's degree in Economics/Statistics/Mathematics, B-com, Finance or Accounting option from a recognized university.
- ii) Master's degree will be an added advantage.
- iii) Should have at least five years working experience in a budget office or relevant field.
- iv) Possess a Senior Management Course from a reputable institution lasting not less than 4 weeks
- v) Have knowledge in Government budget making process and fiscal policy analysis
- vi) A good understanding of public finance management practices.
- vii) Meet requirements of Chapter six of the Constitution of Kenya, 2010.

SENIOR ICT OFFICER SALARY SCALE 5 CASB/14/2019 (1 POST)

Kshs. 84,080 x 4,200 – 88,280 x 4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m

House Allowance Kshs 21, 000

Commuter Allowance Kshs 12, 000

DUTIES AND RESPONSIBILITIES

- i) Carrying out feasibility study, systems analysis, system design, development and implementation of computerized information systems in County Assembly.
- ii) Designing Local Area Network (LAN) and Wide Area Network (WAN).
- iii) Coordinating systems analysis, design and programme specifications.
- iv) Ensuring timely implementation and effective maintenance of systems.
- v) Developing reports on ICT standards
- vi) Training of information communication technology hardware personnel and users.
- vii) Evaluating and recommending on the suitability of information communication technology equipment
- viii) Taking charge of information Communication Technology equipment maintenance.
- ix) Preparing progress reports of the Information Communication Technology equipment maintenance.

REQUIREMENTS

- i) Bachelor's degree in Computer Science/Information science from a recognized institution.
- ii) Master's degree will be an added advantage
- iii) Demonstrated professional ability, initiative and competence in organizing and directing work
- iv) Three years' experience in a relevant field
- v) Possess a Senior Management Course from a reputable institution lasting not less than 4 weeks.
- vi) Registered with the relevant professional body
- vii) Meet the requirements of Chapter six of the Constitution of Kenya, 2010.

ICT OFFICER III SALARY SCALE 8 CASB/15/2019 (2 POSTS)

Kshs. 40,410 x 1,850 – 42,260 x1,930 – 44,190 x2,040 – 46,230 x2,120 – 48,350 x 2,460 – 50,810 p.m

House Allowance Kshs 16, 500

Commuter Allowance Kshs 6, 000

DUTIES AND RESPONSIBILITIES

- i) Analyzing, designing, coding and testing of systems,
- ii) Implementing computer programmes
- iii) Providing user support and training users
- iv) Receiving, installing and certifying of Information Communication Technology equipment.
- v) Configuring of new information Communication Technology equipment
- vi) Systems maintenance
- vii) Repairing and maintaining of Information Communication Technology equipment and associated peripherals.
- viii) Will be answerable to the ICT Officer I

REQUIREMENTS

- i) Diploma in information Technology, electrical/electronic engineering or computer science/studies.
- ii) Minimum Work experience of 3 years in the same field.
- iii) A degree holder in computer science, IT or electrical/electronic engineering will be an added advantage.
- iv) Meet the requirements of Chapter Six of the Constitution of Kenya.

PUBLIC COMMUNICATIONS OFFICER I SALARYSCALE 6 CASB/16/2019 (1POST)

Kshs. 53,370 x 2,660 – 56,030 x2, 830 – 58,860 x 2,980 – 61,840 x 3,330 – 65,170 x3, 480 -68,650 x 3,660 – 72,310 x 3,570 -75,880 x3, 650 – 79,530

House Allowance Kshs 18, 000

Commuter Allowance Kshs 8, 000

DUTIES AND RESPONSIBILITIES

- i) Coordinating all public relations related activities.
- ii) Publication of Assembly magazines, brochures, hand books, flyers, news and storage of bulletin CDs.
- iii) Updating of County Assembly Website in liaison with ICT.
- iv) Coordinating outreach programmes
- v) Coordinating and acting liaison to visitors in the County Assembly.
- vi) Issuing of speaker's press releases as and when necessary and handling of media reports/stories and be proactive in media reporting through the available channels.
- vii) Coordinating with County Assembly broadcast unit on broad cast/media aspects.
- viii) Convening public relations and media related meetings and chairing the sessions while ensuring all minutes are taken and filed.

REQUIREMENTS

- i) Bachelor's degree in Mass Communication, Public Relations or any other relevant field from a recognized university.
- ii) Served satisfactorily as a Public Communications/Media relations officer II for a minimum period of three (3) years or its equivalent in a reputable organization.
- iii) Senior Management Course from a recognized institution is an added advantage.
- iv) Be competent in use of IT as a working tool.
- v) Meet requirements of Chapter six of the Constitution of Kenya, 2010.

SENIOR INTERNAL AUDITOR SALARY SCALE 5 CASB/17/2019(1 POST)

Kshs. 84,080 x 4,200 – 88,280 x 4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m

House Allowance Kshs 21, 000

Commuter Allowance Kshs 12,000

DUTIES AND RESPONSIBILITIES

- i) Efficient, coordination and control of operations in the Audit department.
- ii) Tallying of expenditure in the budget allocation
- iii) Provide assurance with organizational procedures and regulations and fiscal tallying of assets with records
- iv) Assessment of effectiveness of existing systems and safeguard in (standards) review of such safeguards and preparation of reports on such assessments.
- v) Ensuring expenditures are in accordance with the Law
- vi) Advice on financial systems and procedures and procurement systems
- vii) Supervise all audit programmes used by the Assembly
- viii) Develop training needs assessment of the department.
- ix) Evaluating adequacy and reliability of information available to management for making decision in regard to entity operation.
- x) Will be answerable to the Audit committee functionally and to the Clerk of the Assembly administratively.

REQUIREMENTS

- i) A Bachelor's degree from a recognized university majoring in fields relevant to the audit function i.e. Commerce, accounting, economics, statistics, mathematics, finance and computer science or its equivalent.
- ii) Must be a holder of CPAK
- iii) Membership to the Institute of internal auditors /ICPAK and must be in good standing.
- iv) Master's degree in the relevant field will be an added advantage
- v) Have at least 5 years' experience in audit matters
- vi) Have demonstrated administrative capabilities and a high degree of competency in planning, conducting and supervision both financial and management audit as well as running a unit efficiently.

- vii) Possess a Senior Management Course certificate from a reputable institution lasting not less than 4 weeks.
- viii) Meet the requirements of Chapter six of the Constitution of Kenya, 2010.

PRINCIPAL FINANCE OFFICER SALARY SCALE 4 (1 POST) CASB/18/2019

Kshs. 97,320 x4, 880-102,200 x5, 110 – 107,310x5, 350 -112,660 x 5,630 – 118,290 x 5,920 – 124,210 x6, 210 – 130,420 p.m

House Allowance Kshs 21, 000

Commuter Allowance Kshs 14,000

DUTIES AND RESPONSIBILITIES

- i) Preparation of budgets for recurrent and development votes,
- ii) Preparation of quarterly expenditure forecasts as a basis for decisions with treasury for release of funds.
- iii) Initiations for proposals seeking funds for additional and reallocation of voted funds during the year.
- iv) Monitoring of expenditures and projects of the County Assembly including programme implementation on a periodic basis and ensuring that timely corrective action is taken.
- v) Offer financial management advice to County Assembly Service Board and the County Assembly
- vi) Develop policies and regulations on prudent use of finances.
- vii) Application of budgeted funds for operations and development.
- viii) Asset management and updating of asset register.

REQUIREMENTS

- i) Bachelor's degree in finance/Accounting/economics or any other relevant discipline.
- ii) Master's degree in the relevant field will be an added advantage.
- iii) Must be a final holder of CPA part three or ACCA Qualification.
- iv) Be A member of ICPAK and in good standing
- v) Relevant work experience for a minimum period of Seven years (7) in a senior position and demonstrated competence in financial management.
- vi) Knowledge of IFMIS system is an added advantage.
- vii) Possess a Senior Management Course Certificate from a reputable institution lasting not less than 4 weeks.
- viii) Meet the requirements of Chapter six of the Constitution of Kenya.

ACCOUNTANT I SALARY SCALES 7 CASB/19/2019 (1 POST)

Kshs46, 230 x2, 120– 48,350 x 2,460 – 50,810 x 2,560 – 53,370 x 2,660 –56,030 x 2,830 – 58,860 x 2,980 – 61,840 p.m

House Allowance Kshs 18, 500

Commuter Allowance Kshs 8, 000

DUTIES AND RESPONSIBILITIES

- i) Controlling and coordinating routine and non-routine accountancy matters,
- ii) interpretation of financial policies , budgeting controls management

- iii) Preparation of quarterly and annual financial returns.
- iv) Provide financial information for decision making
- v) Application of budgeted funds for operations and development under the direction of the Principal Finance Officer
- vi) Monitoring of expenditure and projects including programme implementation on a periodic basis and ensuring that timely corrective action is taken.
- vii) Preparation of financial statements.

REQUIREMENTS

- i) Bachelor's degree in Accounting/Finance/economics or any other relevant discipline from a recognized institution.
- ii) Master's Degree will be an added advantage.
- iii) A holder of CPA part III
- iv) Must be registered with ICPAK and in good standing.
- v) Knowledge of IFMIS system is an added advantage.
- vi) Demonstrate clear understanding of public finance management practices.
- vii) Possess a Senior Management Course certificate from a reputable institution lasting not less than 4 weeks.
- viii) Meet the requirements of Chapter six of the Constitution of Kenya, 2010.

ACCOUNTANT II SALARY SCALE 8 CASB/20/2019 (3 POSTS)

Kshs. 40,410 x 1,850 – 42,260 x 1,930 – 44,190 x 2040 – 46,230 x 2,120 – 48,350 x 2,460 – 50,810 p.m

House Allowance Kshs 16, 500

Commuter Allowance Kshs 8, 000

DUTIES AND RESPONSIBILITIES

- i) Undertaking of management accounting functions.
- ii) Assisting in the preparation of final accounts and financial statements.
- iii) Preparation of monthly bank reconciliations.
- iv) Preparation of reports and returns.
- v) Maintaining and updating of cash book.
- vi) Reconciliation of accounts payables.
- vii) Preparing monthly payroll and VAT returns.
- viii) Filing of accounting documents, verification of payment vouchers in accordance with the laid down rules and regulations.
- ix) Ensuring that payment vouchers are supported with sufficient and relevant documentations.

REQUIREMENTS

- i) Bachelor degree in Accounting, Finance, Business Administration or Economics.
- ii) Possess part II of CPA OR its equivalence.
- iii) Knowledge of IFMIS will be an added advantage.
- iv) Be able to work under pressure and on strict deadlines.
- v) Meet the requirement of Chapter Six of the Constitution of Kenya, 2010.

SENIOR SUPPLY CHAINS MANAGEMENT OFFICER SALARY SCALE 5

CASB/21/2019 (1 POST)

Kshs. 84,080 x 4,200 – 88,280 x 4,420 – 92,700 x 4,620 – 97,320 x 4,880 – 102,200 x 5,110 – 107,310 x 5,350 – 112,660 p.m

House Allowance Kshs 21, 000

Commuter Allowance Kshs 12,000

DUTIES AND RESPONSIBILITIES

- (i) Ensuring compliance with procurement laws and regulations.
- (ii) Procurement of stores and services for the Assembly.
- (iii) Assisting line management in the process procurement supply chain management processes.
- (iv) Implementing of Government supplies policies, application of systems and procedures as developed from time to time to enhance compliance.
- (v) Consolidating of procurement plans & budget.
- (vi) Disposal of assets in compliance with the relevant statutes.
- (vii) Control of the stores' inventories and establishing re-order levels for each class of item in store.

REQUIREMENTS:-

- i) Bachelor of Supply Chain Management, Or Bachelor of Commerce, or Bachelor of business administration or BBA (Procurement/Supply Chain management) from a recognized University.
- ii) Master's Degree will be an added advantage or,
- iii) Post graduate diploma in procurement/supplies management.
- iv) Be a member of Kenya Institute and Supplies Management.
- v) Work experience of at least five years in a senior position in public or private organization.
- vi) Possess a Senior Management Course certificate from a reputable institution lasting not less than 4 weeks.
- vii) Meet the requirements of Chapter six of the Constitution of Kenya.

SUPPLY CHAIN MANAGEMENT OFFICER I SALARY SCALE 6 CASB/22/2019(1 POST)

Kshs. 53,370 x 2,660 – 56,030 x 2, 830 – 58,860 x 2,980 – 61,840 x 3,330 – 65,170 x3, 480 -68,650 x 3,660 – 72,310 x 3,570 -75,880 x3, 650 – 79,530

House Allowance Kshs 18, 000

Commuter Allowance Kshs 8, 000

DUTIES AND RESPONSIBILITIES

- (i) Ensuring compliance with procurement laws and regulations
- (ii) Procurement of stores for the Assembly.
- (iii) Assisting the line management in procurement of goods and services.
- (iv) Implementation of Government supplies policies, application of systems and procedures.
- (v) Consolidating of procurement budget & plans.

- (vi) Maintaining of stores records/ledgers and assisting the senior supply chain management officer in the day today management of the division's functions.

REQUIREMENTS

- viii) Bachelor of Supply Chain Management, or Bachelor of Commerce, or Bachelor of business administration or BBA (Procurement/Supply Chain management) from a recognized University.
- ix) Master's Degree will be an added advantage or,
- x) Post graduate diploma in procurement/supplies management.
- xi) Work experience of three years in public entity or private institution.
- xii) Meet the requirements of Chapter six of the Constitution of Kenya 2010.

PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER SALARY SCALE 4 CASB/23/2019 (1 POST)

Kshs. 97,320 x 4, 880-102,200 x 5, 110 – 107,310x 5, 350 -112,660 x 5,630 – 118,290 x 5,920 – 124,210 x 6, 210 – 130,420 p.m

House Allowance Kshs 21, 000

Commuter Allowance Kshs 14,000

DUTIES AND RESPONSIBILITIES

- i) Coordinating and advising on systems relating to human resources in areas of placement, deployment, discipline, staff remuneration, succession and separation.
- ii) Providing direction on strategic human resource planning, organization and development
- iii) Establishing human resource systems, structures and procedures.
- iv) Establishing human resource planning and management policies and procedures.
- v) Facilitating job analysis and evaluation.
- vi) Coordinating training and development.
- vii) Ensuring proper application and interpretation of human resource management policies, regulations, procedures and systems.
- viii) Offering guidance on salaries, wages and benefits, allowances and reward management practices.
- ix) Managing staff pension schemes, gratuity, medical, staff welfare and statutory deductions.
- x) Developing Job analysis and job descriptions and overseeing performance management.

REQUIREMENT

- i) Bachelors' degree in Human Resource Management from a recognized Institution, Or Bachelor degree in Public Administration, or any other social science degree from a recognized institution.
- ii) Possess Seven (7) years relevant working experience in the public or private sector, and at least, **three years' work experience at Senior Management level in a reputable organization.**
- iii) Masters' degree in Human Resource Management is an added advantage.
- iv) Attended Senior Management Course from the Kenya School of Government or recognized institution lasting not less than 4 weeks.
- v) Must be a registered member of the Institute of Human Resource Management (IHRM)
- vi) Attained CHRP part III OR CPS part III qualification or a holder of CHRP PART II OR CPS II and ten years' proven work experience in a busy public or private institution OR,

- vii) A holder of Higher National Diploma in HRM of Kenya National Examination Council (KNEC) and at least 15 years in public service in a busy HR Office.
- viii) Meet the requirements of Chapter six of the constitution of Kenya, 2010

HUMAN RESOURCE OFFICER I SALARY SCALE 6 (1 POST) CASB/24/2019

Kshs. 53,370 x 2,660 – 56,030 x2, 830 – 58,860 x 2,980 – 61,840 x 3,330 – 65,170 x3, 480 -68,650 x 3,660 – 72,310 x 3,570 -75,880 x3, 650 – 79,530

House Allowance Kshs.18, 000

Commuter Allowance Kshs 8,000

DUTIES AND RESPONSIBILITIES

- i) Assisting in coordinating Human Resource services/functions.
- ii) Assisting the Principal Human Resource Officer in human resource functions.
- iii) Providing advice on HR disciplinary processes and staff wellness.
- iv) Assisting in preparing departmental work plans.
- v) Ensuring proper application and interpretation of Human Resource Management policies, regulations, procedures and systems.
- vi) Managing and keeping up-to-date pay roll records.

REQUIREMENTS

- i) Bachelor's degree in Human Resource Management or Higher National Diploma in Human Resource Management Certificate by Kenya National Examination Council OR Diploma in HR from Kenya Institute of Management.
- ii) CHRP Part II LEVEL IV OR CPS Part II section IV.
- iii) Work experience of at least three years in a reputable institution.
- iv) Shown merit and ability as reflected in work performance and results.
- v) Be a member of the Institute of Human Resource Management.
- vi) Meet the requirements of Chapter six of the constitution of Kenya, 2010

RECORDS MANAGEMENT OFFICER I SALARY SCALE 6 CASB/25/2019(1 POST)

Kshs. 53,370 x 2,660 – 56,030 x2, 830 – 58,860 x 2,980 – 61,840 x 3,330 – 65,170 x3, 480 -68,650 x 3,660 – 72,310 x 3,570 -75,880 x3, 650 – 79,530

House Allowance Kshs 18, 000

Commuter Allowance Kshs 8, 000

DUTIES AND RESPONSIBILITIES

- i) Developing and implementing policies, norms and procedures for records management in the Assembly.
- ii) Implementing Assembly records and archiving management system in accordance with the established statutory and policy requirements.
- iii) Designing electronic records management programmes and advising the Assembly on the legal and regulatory requirements of records' management.
- iv) Ensuring that the Records Management Office is kept orderly and clean.

- v) Ensuring control and security of information in files in the registry are properly maintained and their movements are recorded.

REQUIREMENTS

- i) Bachelor's degree in Information Science or archiving from a recognized institution.
- ii) Work experience of at least 3 years in comparable institution.
- iii) Diploma in Archiving or information science and 10 years work experience from a government institution.
- iv) Meet the requirements of Chapter six of the constitution, 2010.

DRIVER IV SALARY SCALE 10 CASB/26/2019 (2 POSTS)

Ksh 29,190x1, 220-30,410x1, 280-31,690x1, 340-33,030x1, 410-34,440p.m

House Allowance Kshs.5, 800

Commuter Allowance Kshs. 4,000

DUTIES AND RESPONSIBILITIES

- i) Driving County Assembly motor vehicle as authorized.
- ii) Detecting and reporting malfunctioning of vehicle.
- iii) Maintaining cleanliness of assigned vehicle.
- iv) Ensuring security and safety for the vehicle on and off the road.
- v) Carrying out routine checks on the vehicle oils, electrical and brake systems and tyre pressure to ensure the vehicle is in good condition.
- vi) Maintaining of work ticket for the assigned vehicle in proper manner.
- vii) Ensuring safety of passengers and/or goods therein.
- viii) Reporting on defects immediately noticed for corrective action.

REQUIREMENTS

- i) Possess minimum of standard eight (8) or CPE or their equivalent Kenya certificate
- ii) Valid driving license for classes B, C and E.
- iii) Not less than five years' experience.
- iv) Certificate of good conduct from DCI.
- v) Have not been convicted of a traffic offence in the last three years.

**Secretary,
County Assembly Service Board,
BUNGOMA**

Dated 18th February,2019.