

INTRODUCTION

Establishment of the County Assembly Service

Section 4 of the County Assembly Services Act, 2017 establishes a service in each county assembly known as the County Assembly Service.

Further the Act states that the Service shall be an institution of exemplary administrative and technical competence. The employees of the Service are prohibited from seeking or receiving directions from any source external to the Service in the performance of their functions.

Members of the county assembly are required to respect the non-partisan and apolitical character of the Service and shall not seek to influence employees of the Service in the discharge of their functions.

The County Assembly Service Board and its membership

Section 12 of the County Governments Act (CGA), 2012 provides for the composition of the County Assembly Service Board as follow: the Speaker of the County Assembly as the chairperson; a vice-chairperson elected by the Board from among the two Members of the County Assembly; two members of the county assembly nominated by the political parties represented in the county assembly according to the proportion of members in the county assembly; and one man and one woman appointed by the county assembly from amongst persons who are experienced in public affairs, but are not members of the county assembly. The Clerk of the County Assembly is the Secretary to the Service Board.

Members of the County Assembly Service Board of Kiambu are -

- | | |
|------------------------------------|--------------------|
| 1. Hon. Stephen R.N. Ndicho, MCA | - Chairperson |
| 2. Hon. Margaret Wahu Njoroge, MCA | - Vice-Chairperson |
| 3. Hon. John Ndung'u Ngugi, MCA | - Member |
| 4. Fr. Evengalos Evanson Thiani | - Member |
| 5. Ms. Josephine Wanjiru Gicho | - Member |

Functions of the County Assembly Services Board

Section 11 of the County Assembly Services Act (CASA), 2017 states the following as the functions of the County As-

sembly Services Board:

- a) direct and supervise the administration of the services and facilities provided by, and exercise budgetary control over, the Service;
- b) determine and review the terms and conditions of service of persons holding or acting in the offices of the Service;
- c) initiate, co-ordinate and harmonize policies and strategies relating to the development of the Service;
- d) initiate programmes —
 - (i) for training and capacity building of members and staff of the county assembly and other persons;
 - (ii) that promote ideals of parliamentary democracy as set out in Article 127(6)(d) of the Constitution;
 - (iii) that promote public awareness and participation in the activities of the county assembly; and,
- e) do such other things as may be necessary for the well-being of the members and staff of the county assembly; and,
- f) in the performance of the above functions, the Board is obligated to apply the national values and principles of governance and, the values and principles of public service set out in Article 10 and Article 232(1) of the Constitution respectively.

Service Board Secretariat

The Secretariat technically assists the Board to operationalize its functions as defined in the County Assembly Services Act.

MANDATE, ESTABLISHMENT AND ORGANISATION OF THE COUNTY ASSEMBLY SERVICES

The County Service of Kiambu (the County Assembly Service) is established in accordance with provisions of section 4 of CASA, 2017 and draws its mandate from section 4 of CGA, 2012 as stated above.

To increase efficiency and the efficacy, the County Assembly Service is organized into three directorates and other offices as follows-

- (i) Directorate of Legislative, Procedural and Committee Services;
- (ii) Directorate of Finance and Procurement;
- (iii) Directorate of Administration
- (iv) Other Offices

I. Directorate of Legislative, Procedural and Committee Services

Background

The Directorate was established in 2018 following the adoption of a new organogram by the County Assembly Service Board which merged the Directorates of Legislative and procedural services and the committee services.

Departments

In order to perform its functions efficiently and effectively, the Directorate is organized into six departments as follows-

- (i) House Affairs/Table Office
- (ii) Committee Services
- (iii) Legal Services
- (iv) Sergeant-at-Arms
- (v) Hansard Department
- (vi) Research Services

II. Directorate of Finance and Procurement

The Directorate was recently established following the adoption of the new organogram by the County Assembly Service Board which merged the Department of Finance and Accounting and Directorate of Procurement.

Departments

For enhanced service delivery, the Directorate is further organized into two departments as follows-

- (i) Finance and Accounting
- (ii) Procurement department

III. Directorate of Administration

Background

To enhance efficiency and effectiveness in the delivery of services to the County Assembly, the County Assembly Service Board through the recently adopted organogram separated the department from the Directorate of Finance and Administration. Subsequently it was elevated into a fully-fledged Directorate with the following Departments-

1. Department of Human Resources;
2. Department of Administration;
3. Department of Information, Communication and Technology (ICT) ;
4. Communication and Public Relations
5. Library Services
6. Hospitality and Events Management
7. Secretarial/Support Services

The Library Service and Hospitality and Events Management departments having been recently established are in the process of being operationalized. However, the other departments perform their duties as listed below:

IV. Other Offices

These offices report directly to the Clerk of the County Assembly by virtue of their establishment and the functions they perform. They include:

1. Internal Audit Office
2. Office of the Fiscal Analyst
3. County Assembly of Kiambu, Service Board Secretariat.



COUNTY ASSEMBLY OF KIAMBU

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COUNTY ASSEMBLY SERVICES



*A vibrant, value oriented, quality driven & people
responsive County Assembly in Kenya*