



REPUBLIC OF KENYA
COUNTY ASSEMBLY OF TRANS NZOIA
COUNTY ASSEMBLY HALL
TEL No:054-31380/31617
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PROMOTIONS

INTERNAL ADVERTISEMENT

Trans Nzoia County Assembly Service Board wishes to advertise vacancies for promotion of competent and qualified persons to fill the following vacant posts available in the County Assembly of Trans Nzoia

COUNTY ASSEMBLY OF TRANS NZOIA – ADVERT No. 2/2021/2022 –

1. ASSISTANT DIRECTOR, PUBLIC COMMUNICATIONS/MEDIA RELATIONS, JOB GRADE “P” /CASB 5 (1 POST)

Basic salary; Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Assigning, monitoring and evaluating work performance in the unit;
- (ii) Supervising staff in the unit;
- (iii) mentoring and coaching staff in the unit;
- (iv) overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
- (v) overseeing corporate communications;
- (vi) advising the Assembly on the best media practices;
- (vii) identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
- (viii) overseeing, designing, innovating and recommending corporate materials for building Assembly’s brand;
- (ix) coordinating all the Assembly public functions;

- (x) coordinating and reviewing of the Assembly's corporate image;
- (xi) ensuring that appropriate Public feedback mechanisms are in place;
- (xii) coordinating Assembly's advertising and publicity;
- (xiii) ensuring maintenance of all public affairs and communications records and photographs;
- (xiv) managing and nurturing relations with critical stakeholders; and
- (xv) coordinating provision of protocol services in accordance with the National policies, practices and international norms and conventions.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Public Communications / Media Relations Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- (iii) Master degree in any of the following disciplines: - Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Course lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer applications skills from a recognized institution;
- (vi) Registration with a relevant professional body with membership of good standing; and
- (vii) Demonstrated professional competence and administrative capability in work performance and results.

2. ASSISTANT DIRECTOR - FINANCE, JOB GRADE "P"/CASB 5 (1 POST)

Basic salary; Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (ii) Interpretation of relevant laws, regulations and policies;

- (iii) preparation of quarterly expenditure forecasts as a basis for discussions with the Treasury for release of funds;
- (iv) communication of approved annual estimates to various Departments and making sure that there is a timely adjustment of work plans, communicate with the references voted in the budget;
- (v) initiation of proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- (vi) overseeing all financial Commitments; and
- (vii) monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures have been taken.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (ii) Served in the grade of Principal Finance Officer for a minimum period of three (3) years;
- (iii) Bachelor's degree in any of the following disciplines: - Commerce (Finance Option), Finance, Economics, Business Administration (Finance Option), Business Management (Finance Option), or any other equivalent qualification from a recognized institution;
- (iv) Master degree in any of the following disciplines: Commerce (Finance Option), Finance, Economics, Business Administration (Finance Option), Business Management (Finance Option), or any other equivalent qualification from a recognized;
- (v) Holder of Certified Public Accounting certification (CPA-K);
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Registered with Institute of Certified Public Accountants (ICPAK) (Kenya) with a membership of good professional standing;
- (viii) Proficiency in computer application; and

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

3. ASSISTANT DIRECTOR –SECURITY SERVICES, JOB GRADE “P”/ CASB 5 (2 POSTS)

Basic salary; Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

a) Duties and responsibilities

Duties and responsibilities will entail:

- (i) conducting intermittent and periodic security surveys and investigations;
- (ii) ensuring protective security for all personnel and property within the County Assembly;
- (iii) providing interdepartmental and chamber support services;
- (iv) allocating of committee rooms to various committees of the county assembly;
- (v) ensuring fire prevention and safety of the county assembly facilities;
- (vi) ensuring compliance with occupational health requirements.

b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Serjeant-At- Arms for a minimum period of three (3) years;
- (ii) Bachelor's degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
- (iii) Master degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than six weeks from a recognized institution;
- (v) Shown exemplary acquisition and application of knowledge of the operations of the County Assembly; and
- (vi) Shown merit, competence and ability as exhibited in work performance and results.

4. ASSISTANT DIRECTOR - SUPPLY CHAIN MANAGEMENT, JOB GRADE "P"/ CASB 5 (1 POST)

Basic salary; Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

- (i) formulating and implementing the strategies and policies for procurement of goods and services;
- (ii) developing long term and short term procurement plans in liaison with users as per the County Assembly requirements;
- (iii) updating, interpreting and implementing existing procurement policies, regulations and procedures;
- (iv) preparing procurement plans in accordance with budget

- process;
- (v) coordinating internal monitoring and evaluation on procurement;
- (vi) assessing the performance of suppliers and contractors;
- (vii) coordinating the preparation and the implementation of procurement manual; and
- (viii) preparing tender and pre-qualification documents for expression of interest.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Supply Chain Management Officer or a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
- (iii) Master degree in any of the following disciplines; Supply chain management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
- (iv) Proficiency in computer application;
- (v) Registered with a professional body (KISM) and membership of good standing;
- (vi) Have a professional practicing certificate;
- (vii) Certificate in a Strategic Leadership Course from a recognized institution; and

Demonstrated merit and ability in work performance and results.

5. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER , JOB GRADE "N" /CASB 6 (1 POST)

Basic Salary: Kshs: 56,370 x 2,750 – 59,120 x 2,920- 62,040 x 3,080 - 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 - 75,940 x 3,800 -79,740 x 3,810 – 83,550 x 3,810 – 87,360p.m.

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

- (i) coordinating systems development, implementation and maintenance; carrying out feasibility studies;
- (ii) preparing progress report of the systems development;
- (iii) evaluating systems and ensuring adherence to established Information Communication Technology Standards;
- (iv) training staff in Information Communication Technology matters;
- (v) liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment; and
- (vi) evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

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

6. ASSISTANT DIRECTOR – ADMINISTRATION SERVICES, JOB GRADE “P”/CASB 5 (1 POST)

Basic salary; Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) overall administration of services in the Assembly,
- (ii) interpreting and implementing strategies, policies, and standards pertaining to Administration services of the County Assembly;
- (iii) procuring and effectively managing contracts relating to cleaning, mail/parcel delivery, and security;
- (iv) implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;

- (v) coordinating repairs and maintenance of office equipment;
- (vi) ensuring prompt delivery of mail and execution of messengerial services; ensuring prompt settlement of utility services bills;
- (vii) coordinating the execution of third party service contracts e.g. cleaning and security services;
- (viii) allocating of office and parking spaces;
- (ix) overseeing functioning of the central/policy registries;
- (x) controlling the telephone expenditure in line with approved budget ceilings; overseeing auxiliary and courier services; and
- (xi) liaising with Supply Chain Unit for the procurement of telephone lines for officers, calling cards, scratch cards and any components related to this service.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

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

7. DIRECTOR - HUMAN RESOURCES AND ADMINISTRATION JOB GROUP 'R' (CASB 03) (1 POST)

Basic Salary: Kshs: 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570- 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140p.m.

The Director of HR & A will be responsible to the Clerk for coordination and management of Human Resource and Administration function.

Duties and Responsibilities will entail:

- (i) formulate, implement, interpret and review appropriate human resource management policies, rules, regulations and procedures;

- (ii) plan, design, develop and evaluate human resource-related initiatives that support organizational strategic goals;
- (iii) design human resource planning and strategies;
- (iv) coordinate recruitment, placement, promotion, training and development of staff;
- (v) coordinate Performance Management and Performance Appraisal;
- (vi) receive and handle discipline issues;
- (vii) manage employee, labour and industrial relations;
- (viii) administer salary and manage the payroll;
- (ix) plan and implement staff welfare issues and benefits including pension and insurance covers;
- (x) ensure compliance with statutory human resource legislation, rules, regulations, conventions, policies, procedures and industry practices;
- (xi) manage human resource records and general registries;
- (xii) provide consultation and advice to management on strategic HR matters;
- (xiii) ensure compliance with health and safety;
- (xiv) mainstream key service policies e.g. HIV/AIDS, gender and disability issues;
- (xv) allocate office accommodation and estate management;
- (xvi) coordinate transport and logistics;
- (xvii) plan and execute ward offices and partisan staff management;
- (xviii) contract management for Human Resource and administration activities; and
- (xix) provide supervision to staff and the department and issue report regarding implementation of policies and procedures.

Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director in Human Resource Management or Administration for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Human Resource Management, Human Capital Management, Business Administration/Management, Public Administration, Social Science or its equivalent qualification from a recognized institution;
- (iii) Master degree in any of the following disciplines: Human Resource Management, Human Capital Management, Business Administration/Management, Public Administration, Social Science or its equivalent qualification from a recognized institution;

- (iv) Higher Diploma in a relevant field or its equivalent qualification from a recognized institution;
- (v) Be a Certified Human Resources Practitioner in Kenya (CHRP(K));
- (vi) Membership of good professional standing to the Institute of Human Resources Management (Kenya);
- (vii) Certificate in Strategic Leadership from a recognized institution lasting not less than six weeks;
- (viii) Proficiency in computer applications; and

Demonstrated managerial and administrative abilities, integrity and professional competence in work performance and results

8. ASSISTANT DIRECTOR- HUMAN RESOURCE MANAGEMENT, JOB GRADE “P”/CASB 5 (1 POST)

Basic salary; Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. implementing strategic objective on Human resource functions;
- ii. participating in staff recruitment, selection, induction and placement;
- iii. deploying staff in conjunction with the other departments;
- iv. providing support in manpower planning, job analysis and job descriptions;
- v. administering staff medical scheme and welfare programmes;
- vi. administering employment contracts, pensions and gratuities;
- vii. handling employees’ grievances related to work environment;
- viii. managing industrial relations.
- ix. supervising interns orientation, contracting and duties and space allocation;
- x. overseeing implementation of health and safety and first aid measures;
- xi. documentation of all actions taken within the disciplinary process;
- xii. assisting in developing and implementing plans and goals for the department;

- xiii. working with the headship to coordinate and supervise daily operations; and
- xiv. prepare recurring reports as scheduled and special reports as required for budget preparation, procurement planning, audits or other reasons.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Human Resource Management Officer for a minimum period of three (3) years;
- (ii) Bachelor 's Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration (Human Resource Management option) or any other equivalent qualification from a recognized Institution;
- (iii) Master Degree in any of the following disciplines: Human Resource Management/Development, Business Administration (Human Resource Management option) or any other equivalent qualification from a recognized Institution;
- (iv) Post graduate Diploma in Human Resource Management, Industrial Relations, Business Administration or any other equivalent qualification from a recognized Institution;
- (v) Proficiency in computer application;
- (vi) Be a member of the Institute of Human Resource Management and of good professional standing;
- (vii) Be a holder of CHRP(K); and

Demonstrated professional competence in work performance and results

9. HUMAN RESOURCES ASSISTANT I, JOB GRADE "K"/CASB 9 (1 POST)

Salary Scale: Ksh. 38,270 x 1,470 – 39,740 x 1,520 – 41,260 x 1,710 – 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49, 000 x 2,170 – 51,170 p.m.

(a) Duties and Responsibilities:

Duties and responsibilities will entail:

- (i) monthly data posting to Statutory agencies and third parties;
- (ii) processing of Medical, GPA/WIBA and Group Life Insurance Data;
- (iii) updating and registration on GHRIS;
- (iv) Secretary to the Welfare Committee;
- (v) be in charge of postage and messengerial services;
- (vi) internal staff communication and memo writing;
- (vii) checking compliance with the one-third net pay rule;
- (viii) compiling data and drafting of simple letters;

- (ix) ensure safety and health within the precincts; and
- (x) sorting, filing and dispatching letters.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Human Resource Assistant II for at least three years;
- (ii) Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized Institution;
- (iii) Supervisory course from a recognized institution lasting not less than two weeks;
- (iv) Certificate in computer application from a recognized institution;
- (v) Membership to the Institute of Human Resource Management of Kenya (IHRM-K); and
- (vi) Shown merit and ability as demonstrated in work performance and results.

10. PRINCIPAL FINANCE OFFICER, JOB GRADE “N”/CASB 6 (1 POST)

Basic Salary: Kshs: 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810- 87,360p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) monitoring expenditure on projects and programmes on a periodic basis;
- (ii) implementing proposals for raising funds; and
- (iii) processing commitment of funds and expenditure trends.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Finance Officer for a minimum period of three (3) years;
- (ii) Bachelor’s degree in any of the following disciplines: - Commerce (Finance Option), Finance, Economics, Business Administration (Finance Option), Business Management (Finance Option) or any other equivalent qualification from a recognized institution;
- (iii) Part III of the Certified Public Accountants (CPA) Examination;

- (iv) Certificate in Senior Management Course lasting not less than four weeks from a recognized institution;
- (v) Registered with Institute of Certified Public Accountants (ICPAK) (Kenya);
- (vi) Proficiency in computer application; and

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

11. SENIOR ADMINISTRATIVE ASSISTANT, JOB GRADE "L"/ CASB 8 (1 POST)

Salary scale: Ksh. 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170-51,170 x 2,550 - 53,720 x 2,650 – 56,370 x 2,750 – 59,120 p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) taking oral dictation; managing e-office;
- (ii) word and data processing;
- (iii) operating office equipment;
- (iv) attending to visitors/clients;
- (v) handling telephone calls and appointments;
- (vi) maintaining office diary and travel itineraries;
- (vii) ensuring security of office records, equipment and documents including classified materials;
- (viii) preparing responses to simple routine correspondence;
- (ix) establishing and monitoring procedures for record keeping of correspondence and file movements;
- (x) maintaining an up to date filing system in the office;
- (xi) ensuring security, integrity and confidentiality of data;
- (xii) managing office protocol and etiquette;
- (xiii) supervising office cleanliness; and (xiv) managing petty cash.

(b) Requirements for Appointment

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

- (i) Served in the grade of Administrative Assistant I for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: -

- a) Shorthand III (minimum 100 w.p.m.);

- b) Typewriting III (50w.p.m.)/Computerised Document Processing III;
 - c) Business English III/Communications II;
 - d) Commerce II;
 - e) Office Practice II;
 - f) Office Management II/Office Administration and Management III;
 - g) Secretarial Duties II;
- (iii) 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;
- (iv) Certificate in computer applications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

12. CHIEF ADMINISTRATIVE ASSISTANT, JOB GRADE "M"/ CASB 7 (1 POST)

Salary Scale Ksh: 49,000 x 2,170 – 51, 170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) taking oral dictation;
- (ii) using e-office to research and process data;
- (iii) operating office equipment;
- (iv) attending to visitors/clients;
- (v) handling telephone calls;
- (vi) coordinating schedules of meetings and appointments;
- (vii) ensuring security of office records, equipment and documents including classified materials;
- (viii) preparing responses to routine correspondence; managing office protocol and etiquette;
- (ix) managing petty cash; monitoring procedures for record keeping of correspondence and file movements;
- (x) maintaining an up to date filing system in the office;
- (xi) coordinating travel arrangements; and
- (xii) handling customer inquiries and complaints.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: - (a) Shorthand III (minimum 120 w.p.m.);

- (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
- (c) Business English III/Communications II;
- (d) Commerce II;
- (e) Office Practice II;
- (f) Office Management III/Office Administration and Management III;
- (g) Secretarial Duties II;
- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (v) Certificate in computer applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

13. CHIEF RECORDS MANAGEMENT OFFICER, JOB GROUP 'M'/CASB 7 (1 POST)

Salary Scale Ksh: 49,000 x 2,170 – 51, 170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 p.m.

(a) Duties and Responsibilities

- (i) planning appropriate office accommodation for registries;
- (ii) ensuring safety and security of records;
- (iii) preparation and submission of budget estimates for the registries;
- (iv) assist in setting of targets and appraisals;
- (v) overseeing the updating and maintenance of up-to-date file movement records;
- (vi) coordinating file indices; and
- (vii) initiating appraisal and disposal of files, documents and other records in registries.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Records Management officer or in a relevant and comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;

- (iii) Certificate in senior management course from a recognized institution lasting not less than four (4) weeks;
- (iv) Proficiency in computer applications; and

Shown merit and ability as reflected in work performance and results

14. RECORDS MANAGEMENT OFFICER I, JOB GROUP 'K'/ CASB 9 (1 POST)

Salary Scale: Ksh. 38,270 x 1,470 – 39,740 x 1,520 – 41,260 x 1,710 – 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49, 000 x 2,170 – 51,170 p.m.

(a) Duties and Responsibilities

- (i) ensuring that letters are appropriately filed and marked to action officers;
- (ii) controlling and opening of files and updating file index;
- (iii) ensuring security of information/files in the registry;
- (iv) up-dating and maintaining up-to-date file movement records; and (v) ascertaining the general cleanliness of the registry.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Records Management officer II or in a relevant and comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;

Proficiency in computer applications; and iv. Shown merit and ability as reflected in work performance and results

15. DEPUTY DIRECTOR - FISICAL ANALYST, JOB GRADE "Q"/CASB 5 (1 POST)

Basic Salary: Kshs. 99,900 x 5,010- 104,910 x 5,240- 110,150 x 5,500- 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) interpretation of relevant laws, regulations and policies;
- (ii) designing and conducting relevant budget research on specific area of interest;

- (iii) guiding the process of assessment of the strengths and weaknesses of government policy options relating to resource mobilization, allocation and utilization;
- (iv) preparing comprehensive analysis and report of county budget and appropriation proposals;
- (v) preparing and delivering budget information to members and relevant committees; and
- (vi) participating in budget making workshops.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director - Fiscal Analyst or comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
- (iii) Master degree in any of the following disciplines: - Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Registered with Institute of Public Accountants (ICPAK) Kenya;
- (vi) Certified Investments & Financial Analyst of Kenya (CIFA-K);
- (vii) Proficiency in computer application; and

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

16. ASSISTANT DIRECTOR - LEGAL SERVICES, JOB GRADE "P"/CASB 5 (1 POST)

Basic salary; Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) deputizing the headship of the Department;
- (ii) formulating and interpreting regulations and policies;
- (iii) Coordinating the drafting of Private Members' Bills;
- (iv) Coordinating the drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- (v) giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- (vi) providing legal advice to the CASB, County Assembly Service, County Assembly and its Committees;
- (vii) providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- (viii) ensuring that Bills passed by County Assembly comply with the Constitution and other statutes;
- (ix) liaising with the Office of the Attorney General on litigation matters involving Assembly;
- (x) legal representation of County Assembly and the CASB in court proceedings;
- (xi) giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- (xii) providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- (xiii) carrying out legal research on matters before the Department;
- (xiv) Overseeing all Assembly papers presented in the House in the course of debate; and
- (xv) offering professional, legal advice to the Speaker, County Assembly Service Board members, honorable members and staff on Parliamentary procedure on matters of tradition, practices, conventions and etiquette.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Principal Legal Officer or in a comparable position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in law from a recognized institution;
- (iii) Master degree in law or in any other relevant field from a recognized institution;
- (iv) Be Admitted as an Advocate of the High Court of Kenya;
- (v) Membership to Law Society of Kenya or any recognized equivalent professional body;
- (vi) Be a certified Public Secretary;
- (vii) Be in possession of a valid practicing certificate;

- (viii) Certificate in Strategic Leadership course lasting not less than six weeks from a recognized institution;
- (ix) Shown merit and ability as reflected in work performance and results; and
- (x) Be Proficient in computer applications.

17. PRINCIPAL SERJEANT- AT-ARMS, JOB GRADE “N”/ CASB 6 (1 POST)

Basic Salary: Kshs: 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810- 87,360p.m.

a) Duties and responsibilities

Duties and responsibilities will entail:

- (i) ensuring safe custody of the mace;
- (ii) ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
- (iii) controlling of authorized parking to ensure order and security in the county assembly premises;
- (iv) performing chamber and ceremonial duties as per the laid down guidelines;
- (v) receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
- (vi) ensuring that CCTV cameras are functional and are well manned; and
- (vii) ensuring that conference facilitation is availed and secured especially when committee go out of the assembly.

b) Requirements for Appointment

For direct appointment to this grade, a candidate must: -

- (i) Have served in the grade of Chief Sergeant At Arms for at least three (3) years or in the disciplined forces for a period of not less than five (5) years in a commensurate position;
- (ii) Have Bachelor’s Degree in Security Management/Investigations, Criminology and Forensic studies from a recognized institution;
- (iii) Certificate in Management Course not lasting less than four weeks from a recognized institution;
- (iv) Have certificate in fire-fighting and first aid;
- (v) Possess an exemplarily service certificate;
- (vi) Be in possession of a Paramilitary/Military Training qualifications; and

Shown merit and ability in work performance and results

18. PRINCIPAL RECORDS MANAGEMENT OFFICER, JOB GROUP 'N'/CASB 6 (1 POST)

Basic Salary: Kshs: 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810- 87,360p.m.

(a) Duties and Responsibilities

The officer will be responsible for:

- (i) planning appropriate office accommodation for registries;
- (ii) preparation and submission of budget estimates for registry services;
- (iii) initiating appraisal and disposal of files, documents and records in accordance with Government regulations;
- (iv) formulation, implementation and interpretation of Records Management Policies, and procedures;
- (v) liaising with relevant departments and professional agencies;
- (vi) advising on all matters of record management; and
- (vii) training and career development of the records management staff.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Records Management officer or in a relevant and comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;
- (iii) Certificate in management course from a recognized institution lasting not less than four (4) weeks;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

19. PRINCIPAL PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER, JOB GRADE "N"/CASB 6 (1 POST)

Basic Salary: Kshs: 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810- 87,360p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) deputizing the Unit Head;
- (ii) overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
- (iii) overseeing corporate Communications;
- (iv) advising the Assembly on the best media practices;
- (v) identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
- (vi) overseeing, designing, innovating and recommending corporate materials for building Assembly's brand;
- (vii) coordinating all the Assembly public functions;
- (viii) coordinating and reviewing of the Assembly's corporate image;
- (ix) ensuring that appropriate Public feedback mechanisms are in place;
- (x) coordinating Assembly's advertising and publicity;
- (xi) ensuring maintenance of all public affairs and communications records and photographs; and
- (xii) managing and nurturing relations with critical stakeholders.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Chief Public Communications / Media Relations Officer or a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting for at least four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications skills from a recognized institution;
- (v) Registration with a relevant professional body with membership of good standing; and

Demonstrated professional competence and administrative capability in work performance and results

20. OFFICE ATTENDANT I, JOB GRADE "E"/CASB 14 (4 POSTS)

Duties and Responsibilities

Duties and responsibilities at this level entail:

- i. cleaning of offices, kitchen, lavatories and entire compound;
- ii. tending and cultivating a garden;
- iii. performing reprographic services;
- iv. Preparing and serving tea;
- v. collecting and cleaning utensils;
- vi. collecting and disposing waste;
- vii. dusting offices and ensuring habitable office conditions;
- viii. moving or carrying office equipment, furniture and ensuring orderly arrangement;
- ix. dispatching letters;
- x. collecting and delivering documents/ correspondences outside the organization; and
- xi. delivering documents/correspondences within the organization.

(a) Requirements for Appointment

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

- i. served in the grade of Office Attendant II for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Certificate mean grade D+ (plain) or any other equivalent qualification;
- iii. Certificate of good conduct;
- iv. Proficiency in computer application; and
- v. Shown merit and ability as reflected in work performance and results.

21. CHIEF DRIVER, JOB GRADE “J” CASB 10 (1 POST)

Salary Scale: Ksh. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:

- (i) driving vehicles as authorized;
- (ii) carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc.
- (iii) detecting malfunctioning of vehicles system,
- (iv) maintenance of work tickets for vehicles assigned;
- (v) ensuring security and safety of the vehicle on and off the road;
- (vi) overseeing safety of the passengers and/or goods therein;
- (vii) maintaining cleanliness of the vehicle; and
- (viii) ensuring adherence to or observations of traffic laws.

(b) Requirement for Appointment

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

- (i) Served in the grade of Senior Driver for a minimum period of three (3) years;
- (ii) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iii) Defensive driving certificate from Automobile association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (iv) Passed the Suitability Test for Drivers Grade III;
- (v) First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (vi) Valid Certificate of Good Conduct; and

Demonstrated integrity and professional competence as reflected in work performance and results.

22. CHIEF CLERK ASSISTANT, JOB GRADE “M”/ CASB 7 (1 POST)

Salary Scale Ksh: 49,000 x 2,170 – 51, 170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Drafting committee work plan;
- (ii) preparing budgets and logistics for committees;
- (iii) Taking charge of Committees and arranging their Business;
- (iv) Taking minutes and writing reports of the Assembly Committees;
- (v) Advising Committee Chairs on procedural issues;
- (vi) Searching for fresh information/facts by consulting appropriate sources like documents or persons;
- (vii) Advising the Speaker and Members on the rules, practices and precedents of the Assembly;
- (viii) coordinating assembly conferences and seminars hosted by the assembly;
- (ix) preparing invitation letters, drafts and minutes for committees;
- (x) preparing order papers, statements, questions and motions; and
- (xi) undertaking research on motions by consulting appropriate sources like documents or persons.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Clerk Assistant or in a comparable position for a minimum period of three (3) years;
- (ii) 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;
- (iii) Certificate in Senior Management Course lasting not less than four (4) week from a recognized institution;
- (iv) Certificate in computer application skills; and

Shown merit and ability as reflected in work performance and results.

23. DEPUTY DIRECTOR - SUPPLY CHAIN MANAGEMENT, JOB GRADE "Q"/CASB 4(1 POST)

Basic Salary: Kshs. 99,900 x 5,010- 104,910 x 5,240- 110,150 x 5,500- 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) interpretation of relevant laws, regulations and policies;
- (ii) ensuring goods and services procured by County Assembly meet tender specifications;
- (iii) identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
- (iv) developing detailed Service Level Agreements for third party providers outlining the key performance areas critical to the County Assembly;
- (v) monitoring third party providers' performance to assess ability to meet quality and delivery requirements;
- (vi) convening and providing secretarial services to the Tender Committee;
- (vii) ensuring maintenance of updated suppliers list;
- (viii) ensuring that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels; and
- (ix) providing advisory services in the procurement matters to the County Assembly including preparation of consolidated procurement and disposal plan.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director - Supply Chain Management or a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
- (iii) Master degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme

24. PRINCIPAL ADMINISTRATIVE ASSISTANT, JOB GRADE "N"/ CASB 6 (1 POST)

Basic Salary: Kshs: 56,370 x 2,750 -59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810- 87,360p.m.

(a) Duties and Responsibilities

An officer at this level will be deployed to work in either the office of the Speaker or a Clerk of the County Assembly. The officer will be responsible for administration and management of the Office Administrative services function.

Specific duties and responsibilities will entail:

- (i) interpreting and implementing office administrative services personnel policies and procedures;
- (ii) participating in selection and recruitment of office administrative services personnel;
- (iii) verifying and analyzing office administrative services personnel data for postings and deployment;
- (iv) participating in organizing and budgeting for seminars and workshops for office administrative services personnel; and
- (v) participating in updating bio data for office administrative services staff; and
- (vi) supervising office administrative services personnel.

(b) Requirements for Appointment

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

- (i) served in the grade of Chief Administrative Assistant for a minimum period of three (3) years;

- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized Institution.

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

OR

Bachelor's Degree in Social Sciences plus Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 120 w.p.m.)
- (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III
- (c) Business English III/Communications II
- (d) Commerce II
- (e) Office Management III/Office Administration and Management III
- (f) Secretarial Duties II;
 - (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from the Kenya School of Government or any other recognized Institution;
 - (iv) Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
 - (v) Certificate in computer applications from a recognized institution; and

Demonstrated outstanding professional competence in management of secretarial services

25. DEPUTY DIRECTOR, LEGISLATIVE, PROCEDURAL & COMMITTEE SERVICES, JOB GRADE "Q"/CASB 4 (1 POST)

Basic Salary: Kshs. 99,900 x 5,010- 104,910 x 5,240- 110,150 x 5,500- 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) planning and co-coordinating functions and operations of a section within the Clerk's Chambers, namely: the Table Office, the Committee Office, Procedural Research, Protocol and Conferences Office, County Assembly Organizations and Exchange Programs, Journals Office, Administrative and Financial duties;
- (ii) offering advice on procedure and practice to the Speaker, other Presiding Officers and Members of County Assembly;

- (iii) researching on matters pertaining to parliamentary practice and procedure by consulting appropriate sources like documents or persons;
- (iv) offering administrative services to various types of County Assembly committees;
- (v) advising the speaker, other presiding officers and members of the county assembly on legislative procedures and practices;
- (vi) coordinating operations and functions of the legislature such as activities pertaining to seminars and conferences for members of County Assembly and staff;
- (vii) preparing the order papers;
- (viii) managing County Assembly procedure, practice, conventions, tradition and etiquette;
- (ix) Editing and preparing votes and proceedings of plenary sittings; and
- (x) Supervisory duties and performance management of the direct repartees in the Department.

Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Assistant Director – Legislative, Procedural and Committee Services, or in a comparable position for a minimum period of three (3) years;
- (ii) 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;
- (iii) Master degree in any Social Science, Law or its equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer application skills; and
- (vi) Shown merit and ability as reflected in work performance and results.

26. SENIOR LEGAL CLERK, JOB GRADE "L"/ CASB 8 (1 POST)

Salary scale: Ksh. 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170-51,170 x 2,550 - 53,720 x 2,650 – 56,370 x 2,750 – 59,120 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail general supervision in:

- (i) observing and noting legal trends to accordingly advise the supervisor;

- (ii) documenting hearing dates in litigation matters;
- (iii) facilitating service of legal documents;
- (iv) collecting, circulating and filing published bills and subsidiary legislation;
- (v) filing court documents and any other legal documents;
- (vi) organizing the Legal Department Registry;
- (vii) drafting Legal Documents under the supervision of the Litigation Counsel; and
- (viii) providing any other legal clerical services that may be required by the Assembly.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in Law from a recognized institution;
- (ii) served in the grade of Legal Clerk I or in a comparable and relevant position for a minimum period of three (3) years;
- (iii) Possession of a valid Process Server's Certificate;
- (iv) Certificate in Management course lasting not less than four weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as demonstrated in work performance and results

27. SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP 'L'/ CASB 8 (1 POST)

Salary scale: Ksh. 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170-51,170 x 2,550 - 53,720 x 2,650 – 56,370 x 2,750 – 59,120 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will include:

- (i) ensuring that file covers are well maintained;
- (ii) ensuring documents are carefully handled;
- (iii) ensuring pending correspondence and bring-ups are checked and appropriate action taken;
- (iv) ensuring mails are received and sorted,
- (v) ensuring opened and dispatched and related registers are maintained.
- (vi) Initiating appraisal and disposal of files/documents in liaison with National Archives and Documentation Services; and
- (vii) ensuring security of information, documents, files and office equipment.

c) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Records Management officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
 - ii. Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;
 - iii. Certificate in senior management course from a recognized institution lasting not less than four (4) weeks;
 - iv. Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results

28. DEPUTY DIRECTOR - RESEARCH, JOB GRADE "Q" / CASB 4 (1 POST)

Basic Salary: Kshs. 99,900 x 5,010- 104,910 x 5,240- 110,150 x 5,500- 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) policy formulation, interpretation and implementation;
- (ii) planning and budgeting for research activities;
- (iii) designing strategic objectives on research functions;
- (iv) directing on conduct of research and analysis on key policy issues;
- (v) providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- (vi) safe custody of updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (vii) define quality control standards in the preparation of research papers, briefing notes and particular points of view;
- (viii) providing back up to County Assembly committees; ix) Supply research information and data to enhance County Assembly core functions - law making, oversight and representation.
- (ix) assigning legislative research and public policy analysis to generate policy briefs and options to sustain evidence informed decision making in the legislature;
- (x) supervising staff within the department by way of target setting and appraisals; and
- (xi) building a credible data bank for reference and timely response to County Assembly's information needs.

b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Assistant Director - Research or in a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in Statistics, Economics, Social Sciences, political science, commerce or equivalent from a recognized institution;
- (iii) Master degree in Statistics, Economics, Social Sciences, political science, commerce or equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Course from a recognized institution lasting not less than six weeks;
- (v) Proficiency in computer application; and
- (vi) Shown merit and ability as reflected in work performance and results.

HOW TO APPLY

All applicants should **CLEARLY** and **COMPLETELY** fill application for promotion form downloadable from the Trans Nzoia County Assembly website (www.transnzoiaassembly.go.ke) and submit it in a sealed envelope clearly marked on the left side, the position being applied for and address to:

The Secretary,

Trans-Nzoia County Assembly Service Board,

P.O. Box 4221 - 30200,

KITALE.

NB: Canvassing will lead to automatic disqualification.

Trans Nzoia County Assembly Service Board does not charge any fee at any stage for its services.

All applications should reach the Board Secretary, at County Assembly Clerk's Office on or before 29th March, 2022.