

REPUBLIC OF KENYA
BARINGO COUNTY GOVERNMENT

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P. O BOX 159-30400
KABARNET

BARINGO COUNTY ASSEMBLY
COUNTY ASSEMBLY SERVICE BOARD

Our Vision

To be a leading, modern, and people centered County Assembly in Kenya

Our Mission

To promote the principle of good governance through legislation, oversight and representation as a contribution to the socio-economic development of Baringo County

VACANT POSITIONS IN BARINGO COUNTY ASSEMBLY SERVICE

APPLICATIONS are invited from qualified persons to fill the following vacant positions in Baringo County Assembly Service.

1. FIRST CLERK ASSISTANT (2 POSTS) - JOB GRADE "K"/ CASB 9 – Ref No. CASB/01/2022

Duties and Responsibilities Duties will entail:

- a) Taking charge of Committees and arranging their business by providing secretariat services;
- b) Taking minutes and writing reports of the assigned Assembly Committees;
- c) Assisting in drafting of Bills, Statements and Motions;
- d) Advising Committee Chairperson on procedural issues;
- e) searching for fresh information/facts by consulting appropriate sources like documents or persons;
- f) Conduct specific legislative research and studies for committees and Members;
- g) Advising the Speaker and Members on the rules, practices and precedents of the Assembly; Preparing draft procedural rulings based on standing order, practice and precedents for approval by the Speaker;
- h) Keeping accurate records of the House votes and proceedings, motions, scripts and written procedure required for conduct of House business;
- i) Providing procedural and administrative support and maintaining committee records;
- j) Providing logistics for the committees;
- k) Preparing and updating House business trackers; and
- l) Drafting of order paper.

Requirements for Appointment

- a) 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;
- b) Three (3) years of experience as Second Clerk Assistant or any other field which is relevant/equivalent to the position
- c) Certificate in computer application skills

2. SECURITY WARDEN II (4 POSTS) - JOB GRADE "E"/ CASB 15 – Ref No. CASB/02/2022

Duties and responsibilities

- a) Booking of visitors/ guests at the entrances
- b) Prevent removal of institutional property without proper and authorized documentation;
- c) Controlling all the vehicle traffic and their parking;
- d) Screening and issue of entry badges to visitors;
- e) Storing visitors' luggage and ensure safe keeping;
- f) Handling of telephone services at security desk
- g) Patrolling of offices, car parks, lounges etc and
- h) Perform periodical security night duties.

Requirements for Appointment

- a) Kenya Certificate of Secondary Education mean grade D Plain or its equivalent;
- b) Be in possession of a First Aid certificate and possess an exemplary service certificate;
- c) Have a valid Certificate of Good Conduct; and
- d) Have shown merit and ability as reflected in work performance and results

3. RESEARCH OFFICER II (1 POST) - JOB GRADE "K" CASB 9 – Ref No. CASB/03/2022

Duties and Responsibilities Duties and responsibilities will entail:

- a) Supervising and offering professional guidance to the subordinate staff within the department.
- b) Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- c) Initiating and conducting anticipatory research and analysis on key policy issues;
- d) Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- e) Maintaining a periodically updated inventory of publications on current issues;
- f) Legislation and major public policy issues/questions;
- g) Ensuring quality control in the preparation of research papers, briefing notes and particular points of view; and
- h) Providing back up to County Assembly committees.

Requirements for Appointment

For appointment to this grade an officer must have:

- a) Bachelor's degree in Statistics, Economics, Social Sciences, political science, commerce or relevant equivalent qualification from a recognized institution;
- b) Proficiency in computer applications.

4. CLERICAL OFFICER II (IPOST) - JOB GRADE "G"/ CASB 12 – Ref No. CASB/05/2022

Duties and Responsibilities Duties and responsibilities will entail:

- a) Collecting, collating and compiling of data
- b) Receiving, recording and filing of documents and correspondences;
- c) Indexing of documents and records
- d) Photocopying and scanning of documents
- e) Maintaining and updating files
- f) Controlling movements of records and files;
- g) Reporting of breakages, need for repair of building and furniture to the relevant authority;
- h) Carrying out messengerial duties;
- i) Preparing requisition for stationery for the assigned department
- j) Drafting correspondences; and
- k) Ensuring safe custody of equipment, documents and records.

Requirements for Appointment

- a) Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution;
- b) passed the proficiency tests for clerical officers;
- c) Proficiency in computer application

5. OFFICE ATTENDANT I (3 POSTS), JOB GRADE “E”/ CASB 15 – Ref No. CASB/06/2022

Duties and Responsibilities Duties and responsibilities will entail:

- a) Cleaning of offices, kitchen, lavatories and entire compound;
- b) Tending and cultivating a garden;
- c) Collecting and disposing waste
- d) Dusting offices and ensuring habitable office condition
- e) Moving or carrying office equipment, furniture and ensuring orderly arrangement.
- f) Collecting and delivering documents/ correspondences and letters within and outside the organization.

Requirements for Appointment

- a) Kenya Certificate of Secondary Certificate mean grade D+ (plus) or any other equivalent qualification;
- b) Certificate course in customer care
- c) Proficiency in computer application;

6. CHAIRPERSON – AUDIT COMMITTEE (1 Post) – Ref. No. CASB/07/2022

Requirements for Appointment.

1. Holds a Degree from a University recognized in Kenya and have knowledge and experience of not less than seven (7) in any of the following fields:
 - i. Accounting/Auditing/Finance.
 - ii. Economics.
 - iii. Risk Management.
 - iv. Law.
2. Have a good understanding of the County Government Operations, Financial Management and Reporting or Auditing.
3. Have a good understanding of the Objects, Principles and Functions of Baringo County Assembly.
4. Must be affiliated to a Professional Body e.g ICPAK, ICPSK, and LSK, IEIC or any other relevant body and be a member in good standing.
5. Meet the Requirements of Chapter six (6) of the Constitution.

Other Terms and Conditions

- i. The Chairperson of the Audit Committee shall serve on part-time basis for a period of three years and shall be eligible for reappointment for a further one term only.
- ii. The allowances payable to the Chairperson of the Audit Committee, being public officers shall be determined by the Salaries and Remuneration Commission.
- iii. A person shall not be qualified for appointment as a Chairperson of Audit Committee if the person:

- a) Is a past or present employee of Baringo County Assembly.
 - b) Is a political Office holder or has served as an employee or an agent of a business organization which has carried out any business with Baringo County Assembly for the last two (2) years
- iv. The responsibilities for the Position are as stipulated in the Guidelines for Audit Committee in County Government Entities, June 2016.

7. MEMBER – AUDIT COMMITTEE (1 Post) – Ref. No. CASB/08/2022

Requirements for Appointment

For appointment to this post, a candidate must:

1. Have at least seven (7) years professional experience in any of the following fields: Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management or any other related field at senior management level in a reputable public or private organization;
2. Have a Bachelors’ degree in any of the following: Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management, Law or any other relevant field from a university recognized in Kenya be a Current member of and in good standing with a relevant and recognized professional body such as Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Human Resource Management (IHRM), Law Society of Kenya etc.;
3. Not be a present or past employee of Baringo County Assembly;
4. Not be a political office holder or an agent/employee of a business organization which has carried out any business with Baringo County Assembly for the last two years;
5. Be compliant with the requirements of Chapter six of the Constitution on Leadership and Integrity, and must obtain clearances from the following institutions: Ethics and Anti-Corruption Commission, Kenya Revenue Authority; Higher Education Loans Board; any of the Credit Reference Bureaus and Criminal Investigations Directorate;
6. Have demonstrated professional competence, strong interpersonal skills, administrative capabilities and initiative in the general organization and management;
7. Have a thorough understanding of relevant legislation, best practices and emerging issues in Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management and related fields.
8. Have a good understanding of the mandate of the County Government as well as National Government operations and financial management.

Terms of Service

Members of the committee shall;

1. Be appointed for a term of three (3) years, renewable for a further one term subject to satisfactory performance.
2. Serve on a part time basis.
3. Be paid allowances at rates determined by the Salaries and Remuneration Commission.

COMPLIANCE WITH CHAPTER SIX OF THE CONSTITUTION

Applicants should obtain clearance certificates from the following Institutions as evidence of compliance with Chapter Six of the Constitution:

1. Directorate of Criminal Investigation
2. Ethics and Anticorruption Commission
3. Kenya Revenue Authority
4. Higher Education Loans Board
5. Credit Reference Bureau

APPLICATION PROCEDURE

Interested and qualified candidates should deliver/send their applications to the Office of the Clerk of the County Assembly to be received on or before **Monday, 17th January 2022** during working hours.

Application letters which must include copies of Academic and professional certificates, copy of ID card and other testimonials should be addressed to:

The Secretary/CEO
County Assembly Service Board
P.O Box 159 – 30400
KABARNET.

The Reference Number of the Position advertised should be indicated on top of the envelope.