

# COUNTY ASSEMBLY OF KITUI

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Clerk's Office,  
Kitui County Assembly,  
P.O. Box 694 – 90200,  
Kitui, Kenya

## COUNTY ASSEMBLY SERVICE BOARD OF KITUI

### VACANCIES

The County Assembly Service Board of Kitui wishes to invite applications from qualified persons for the following positions:-

**1. PRINCIPAL CLERK ASSISTANT (KCASB-10): Ref: KT/CASB/2021/01(1 POSITION).**

**Salary Scale 10: Ksh. 99,900x5,010 - 104,910x5,240 – 110,150x5,500 - 115,650 x5,780 - 121,430x6,070 - 127,500x6,370 - 133,870 P.M.**

**(a) Duties and Responsibilities**

- i. Planning and carrying out the functions of either the Legislative/ Procedural services, or the committee services
- ii. Coordinating operations of a group of functions in the legislature
- iii. Advising the speaker, other presiding Officers and Members of the County Assembly on Legislative procedures and practices
- iv. Coordinating operations of the Speaker's Chambers
- v. Managing County Assembly procedure, practice, conventions, traditions and etiquette
- vi. Offering administrative services to various types of County Assembly Committees including the County Assembly Service Board
- vii. Coordinating activities pertaining to seminars and conferences for the Members of the County Assembly and staff.

**(b) Requirements for Appointment**

For appointment to this position, a candidate must have:-

- i. Bachelor's degree in a relevant discipline from a recognized university;
- ii. Certified Secretaries of Kenya CS(K);
- iii. Membership to a professional body;
- iv. Been exposed to the operations of a legislature through Attachments, Seminars, Conferences and Workshops;
- v. Proven commitment to, and timely execution of duties and responsibilities in the assigned section;

- vi. Must have ten (10) years' experience five (5) of which should be relevant professional experience gained from a comparable or similar institution;
- vii. Attended Senior Management Course lasting not less than 4 weeks and/or Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution in Kenya;
- viii. Proficiency in computer application skills; and
- ix. A Master's degree in a relevant discipline from a university recognized in Kenya or its equivalent will be an added advantage.

**2. PRINCIPAL LEGAL COUNSEL (KCASB-10): Ref: KT/CASB/2021/02 (1 POSITION).**

**Salary Scale 10: Ksh. 99,900x5,010 - 104,910x5,240 – 110,150x5,500 - 115,650 x5,780 - 121,430x6,070 - 127,500x6,370 - 133,870 P.M.**

**(a) Duties and Responsibilities**

A Principal Legal Counsel shall be responsible to the Clerk of Assembly for:-

- i. Drafting of Members' Bill
- ii. Drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of the County Assembly
- iii. Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to the Assembly
- iv. Providing any other legal services that maybe required by County Assembly, the Committees, the Speaker, the County Assembly Service Board or the Clerk of Assembly; and
- v. Ensuring that bills passed by County Assembly comply with the Constitution of Kenya.

**(b) Requirements for appointment**

- i. Have served in the grade of Legal Counsel or in a comparable or relevant position for a minimum period of five (5) years;
- ii. Have Bachelor of Laws degree from a recognized institution;
- iii. Post Graduate Diploma from Kenya School of Law;
- iv. Have been admitted as an Advocate of the High Court of Kenya;
- v. Be in possession of a current practicing certificate;
- vi. Membership to a professional body /association;
- vii. Senior Management course lasting not less than four (4) weeks and/or Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution in Kenya;
- viii. Have proficiency in the basic computer application; and
- ix. A Master's degree in a relevant discipline from a university recognized in Kenya or its equivalent will be an added advantage.

**3. PRINCIPAL PROCUREMENT OFFICER (KCASB-10): Ref: KT/CASB/2021/03 (1 POSITION).**

**Salary Scale 10: Ksh. 99,900x5,010 - 104,910x5,240 – 110,150x5,500 - 115,650 x5,780 - 121,430x6,070 - 127,500x6,370 - 133,870 P.M.**

**(a) Duties and Responsibilities**

The job holder will be responsible to the Clerk of the Assembly for:-

- i. Planning and co-ordination of supplies management services;
- ii. Enforcement of Government regulations, systems and procedures;
- iii. Preparation of supplies estimates of expenditure and control of Vote;
- iv. Preparation of a procurement plan for a financial year;
- v. Initiation of policy, review and updating of existing regulations,
- vi. Ensure timely supply of quality goods and services and works;
- vii. Monitoring market trends;
- viii. Managing Suppliers effectively;
- ix. Making recommendation for disposal of idle and obsolete stores;
- x. Supervision of procurement department staff
- xi. Supplies management instructions, inspection, training and development of the supply's personnel.

**(b) Requirements for Appointment**

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

- i. Five (5) years relevant experience gained from a comparable or similar position in a busy procurement environment;
- ii. Bachelor's degree in Procurement/Supplies Chain Management or equivalent qualification from a recognized university;
  - i. Post Graduate Diploma in Procurement / Supplies Management;
  - ii. Registered member of Kenya Institute of Supplies Management (KISM);
- iii. Valid Practicing License;
- iv. Senior Management course lasting not less than four (4) weeks and/or Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution in Kenya;
- iii. Demonstrate knowledge and experience in public procurement;
- iv. Be result driven and team player;
- v. Be computer literate;
- vi. Have High degree of integrity and honesty;
- vii. Demonstrate good communication and analytical skills; and
- viii. A Master's Degree in Procurement/Supplies Chain Management will be an added advantage.

**4. SENIOR CLERK ASSISTANT I (KCASB-9): Ref: KT/CASB/2021/04 (1 POSITION).**

**Salary Scale 9: Ksh. 87,360x3,190 - 90,550 x 4,490 – 95,040 x 4,860 - 99,900 x5,010 - 104,910 x 5,240 - 110,150 x5,500 - 115,650x5,780 – 121,430 P.M.**

**a.) Duties and Responsibilities**

- i. Assisting in ensuring adherence to parliamentary procedures, practices and conventions;
- ii. Overseeing the drafting and processing of Order Papers, Statements and Motions in the Table Office;
- iii. Overseeing the preparation of Votes and Proceedings of plenary sittings;
- iv. Overseeing the preparation and maintenance of a Bills Tracker and a Motions Tracker;
- v. Advising the Speaker, other Presiding Officers and Members of the County Assembly on Legislative procedures and practices;
- vi. Offering administrative services to various types of Assembly committees including the County Assembly Service Board;
- vii. Assisting in the coordination of activities pertaining to seminars and conferences for the Members of the County Assembly and staff;
- viii. Undertaking research involving search for fresh information/facts by consulting appropriate sources like documents or persons;
- ix. Performing other duties within the department of the Legislative Procedures and Practices under close supervision of the immediate supervisor.

**b.) Requirements for Appointment**

- i. Bachelor's degree in a relevant discipline from a recognized University;
- ii. Certified Secretaries of Kenya CS(K);
- iii. Been exposed to the operations of a legislature through attachments, seminars, conferences and workshops;
- iv. Proven commitment to, and timely execution of duties and responsibilities in previous designations;
- v. Have wide experience on the role, functions and operations of a legislature;
- vi. Demonstrable interest and commitment to the aims, objectives and principles of a devolved legislature;
- vii. Good command of spoken and written English and Kiswahili coupled with good report writing skills;
- viii. Five (5) years' experience three (3) of which should have been gained from a comparable or similar institution;
- ix. Proficiency in computer application skills; and
- x. A Master's Degree in any of the Social Sciences will be an added advantage.

**5. CLERK ASSISTANT I (KCASB-7): Ref: KT/CASB/2021/05 (1 POSITION).**  
**Salary Scale 7: Ksh. 56,370x2,750 - 59,120 x 2,920 – 62,040 x 3,080 - 65,120 x3,440 - 68,560**  
**x 3,590 - 72,150 x3,790 – 75,940x3,800 – 79,740x3,810 – 83,550x3,810 – 87,360 P.M.**

**(a) Duties and Responsibilities**

Duties and responsibilities will include:

- (i) Assist in ensuring adherence to parliamentary procedures, practices and conventions;
- (ii) Drafting and processing of order papers, statements and motions in the Table Office;
- (iii) Preparing Votes and Procedures of the plenary sittings;
- (iv) Preparing and maintaining a Bills Tracker and a Motions Tracker;
- (v) Advising the Speaker, the Clerk of Assembly, other Presiding officers and Members of County Assembly on Legislative Procedures and Practices;
- (vi) Offering administrative services to various types of Parliamentary Committees including the County Assembly Service Board;
- (vii) Assist in the coordination of activities pertaining to seminars and conferences for the Members of the County Assembly;
- (viii) Research for fresh information/facts by consulting appropriate sources;
- (ix) Coordinate registration and timely production of seminar and conference reports.

**(b) Requirements for Appointment**

The successful candidate shall be a Kenyan citizen with:

- i. A Bachelor's Degree in a relevant discipline from a recognized university;
- ii. Certified Secretaries of Kenya part II (CS II);
- iii. An exposure to the operations of a legislature through attachments, seminars, conferences and workshops;
- iv. Good command of spoken and written English and Kiswahili as well as excellent report writing skills;
- v. Three (3) years' relevant experience in a similar or comparable institution;
- vi. Proficiency in computer application skills.
- vii. Possession of a Master's Degree in any of the Social Sciences as well as attendance to a supervisory level training lasting not less than two (2) weeks from a recognized institution in Kenya will be an added advantage.

**6. SENIOR PROCUREMENT OFFICER II (KCASB-7): Ref: KT/CASB/2021/06 (1 POSITION).**

**Salary Scale 7: Ksh. 56,370x2,750 - 59,120 x 2,920 – 62,040 x 3,080 - 65,120 x3,440 - 68,560 x 3,590 - 72,150 x3,790 – 75,940x3,800 – 79,740x3,810 – 83,550x3,810 – 87,360 P.M.**

**(a) Duties and Responsibilities**

- i. Purchasing: Receiving requisitions and specifications from users, doing tendering, and acquisition of goods and services;
- ii. Storage: Documentation of goods / services, and custody of documents and goods
- iii. Disposal: Commissioning of procured services, issuing of goods, and retiring of boarded goods;
- iv. Control of the Procurement/Supplies vote;
- v. Issuing instructions to depots and other departmental units; and
- vi. Disposal of unserviceable/obsolete and/ or other stores on the recommendation of a board of survey.
- vii. Advising on rationing of stores where demand exceeds supplies.

**(b) Requirements for Appointment:**

- i. Bachelor's degree in any of the following disciplines: Business Administration (Supply Chain Management option), Commerce, Marketing, Economics, Statistics, Procurement & Supplies Management, Law or any other field from a recognized institution;
- ii. Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution;
- iii. Four (4) years relevant experience gained from a comparable or similar position in a busy procurement environment; and
- iv. Membership to Kenya Institute of Supplies Management (KISM) or it's recognized equivalent

**7. SENIOR EXECUTIVE SECRETARY II (KCASB-7): Ref: KT/CASB/2021/07 (1 POSITION).**

**Salary Scale 7: Ksh. 56,370x2,750 - 59,120 x 2,920 – 62,040 x 3,080 - 65,120 x3,440 - 68,560 x 3,590 - 72,150 x3,790 – 75,940x3,800 – 79,740x3,810 – 83,550x3,810 – 87,360 P.M.**

**(a) Duties and Responsibilities**

The holder of this position will be required to provide administrative support and secretarial services to the Office of the Speaker.

Duties will include: -

- i. Recording dictation in shorthand and transcribing it in typewritten form.
- ii. Typing from drafts, manuscripts or recording from dictation machines.
- iii. Processing data.
- iv. Management of e-office.
- v. Ensuring security of office records; documents and equipment; including classified materials.

- vi. Maintaining confidentiality and integrity of correspondence in the office;
- vii. Management of office protocol; managing of office petty cash; handling telephone calls and appointments.
- viii. Preparing responses to simple routine correspondence.
- ix. Operating office equipment.

**(b) Requirements for Appointment**

- i. A minimum of KCSE grade C minus with English language C plain or its equivalent;
  - ii. Served in the grade of Personal Secretary II or any other relevant and comparable position for a minimum of three (3) years;
  - iii. Shorthand III (120 w.p.m.);
  - iv. Typewriting III (minimum 50 w.p.m.)/Computerized Document Processing III;
  - v. Office Management III/Office Administration and Management III;
  - vi. Business English III /Communications II;
  - vii. Office Practice II;
  - viii. Commerce II;
  - ix. Secretarial Duties II;
  - x. A certificate in computer applications from a recognized institution in Kenya;
- OR
- xi. A Diploma /Higher National Diploma in Secretarial Studies from the Kenya National Examinations council or equivalent qualifications from a recognized institution in Kenya.

**8. INTERNAL AUDITOR I (KCASB-7): Ref: KT/CASB/2021/08 (1 POSITION).  
Salary Scale 7: Ksh. 56,370x2,750 - 59,120 x 2,920 – 62,040 x 3,080 - 65,120 x3,440 - 68,560 x 3,590 - 72,150 x3,790 – 75,940x3,800 – 79,740x3,810 – 83,550x3,810 – 87,360 P.M.**

**(a) Duties and Responsibilities**

- i. Supervise Internal Auditor II;
- ii. Preparation, implementation and supervision of all audit programmes used by the department;
- iii. Setting and agreeing on performance targets with staff;
- iv. Reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;
- v. Ensuring maintenance of high audit standards of performance in the department;
- vi. Developing of training needs of the department;
- vii. Preparation, implementation and supervision of all audit programmes used by the department;
- viii. Reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;
- ix. Ensuring maintenance of high audit standards of performance in the department; and
- x. Ensuring Efficient and effective utilization of financial resources



### **(b) Requirements for Appointment**

For appointment into this grade, a candidate must have:

- i. Served in the grade of Internal Auditor II or in a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- iii. Certified Public Accountants (CPA)K;
- iv. Passed at least Part three of Certified Internal Auditors Examination;
- v. Membership to a recognized professional body and of good standing;
- vi. Certificate in computer application skills;
- vii. Demonstrated professional competence as reflected in work performance and results; and
- viii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage;

**9. FISCAL ANALYST II - (KCASB-6): Ref: KT/CASB/2021/09 (1 POSITION).  
Salary Scale 6: Ksh. 49,000 x2,170 - 51,170 x 2,550 – 53,720 x 2,650 - 56,370 x2,750 - 59,120 x 2,920 - 62,040 x3,080 - 65,120 P.M.**

#### **(a) Duties and Responsibilities**

- i. Assisting in the preparation of budgetary information reports to Members of the County Assembly and relevant House Committees;
- ii. Work planning on budget cycles;
- iii. Collecting and collating budgetary information from various sources for analysis;
- iv. Analyzing County Integrated Development Plans (CIPDs) in relation to annual budgets;
- v. Monitoring budgetary cycle and ensuring compliance;
- vi. Undertaking bill costing for decision support;
- vii. Maintaining relevant statistics on public revenue and expenditure figures; and
- viii. Carrying out commissioned Budget research on specific area of interest.

#### **(b) Requirements for Appointment**

For appointment to the grade of Fiscal Analyst II, a candidate must have:

- i. A Bachelor's degree in Economics or its equivalent from a recognized University;
- ii. CPA III qualifications or its recognized equivalent;
- iii. Four (4) years relevant experience in a comparable position



**10. INTERNAL AUDITOR II (KCASB-6): Ref: KT/CASB/2021/10 (1 POSITION).**

**Salary Scale 6: Ksh. 49,000 x2,170 - 51,170 x 2,550 – 53,720 x 2,650 - 56,370 x2,750 - 59,120 x 2,920 - 62,040 x3,080 - 65,120 P.M.**

**(a) Duties and Responsibilities**

- i. Assisting in the preparation, implementation and supervision of all audit programs used by the County Assembly;
- ii. Reviewing all reports submitted by various sections/departments to confirm the accuracy and correctness of figures included therein before certification or signature;
- iii. Ensuring maintenance of high audit standards of performance in the County Assembly;
- iv. Assisting the Audit function of the County Assembly and compilation of the report;
- v. Ensuring expenditures are in accordance with the Law; and
- vi. Advice on financial systems and procedures.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served as an Internal Auditor for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- iii. Membership to a recognized professional body and of good standing;
- iv. CPA Part II Certificate or an equivalent qualification from any other recognized professional Accountancy Body in Kenya; and
- v. A certificate in supervisory course lasting not less than two (2) weeks from a recognized institution will be an added advantage.

**11. PUBLIC COMMUNICATIONS OFFICER II - (KCASB-6): Ref: KT/CASB/2021/11 (1 POSITION).**

**Salary Scale 6: Ksh. 49,000 x2,170 - 51,170 x 2,550 – 53,720 x 2,650 - 56,370 x2,750 - 59,120 x 2,920 - 62,040 x3,080 - 65,120 P.M.**

**(a) Duties and Responsibilities**

- i. Ensuring that the County Assembly's website is updated in liaison with ICT department to provide the public with appropriate information relating to the legislative procedures and oversight role of the institution and its members;
- ii. Assisting in the development of effective and clearly defined public relations and media strategy and activities throughout the year;
- iii. Assisting in the coordination of all public relations related activities including publishing of brochures, handbooks, flyers, CD etc.;
- iv. Assisting in the coordination of the outreach programme;
- v. Assisting in the coordination and reception of non-VIP visitors to the House;

- vi. Assisting in the preparation of press releases; react to media stories and proactive media reporting through the available channels

**(b) Requirement for Appointment**

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

- i. Bachelor's degree in Mass Communication, Public Relations or any Social Science;
- ii. Four (4) relevant experience gained from a comparable or similar position in a busy environment;
- iii. Registered member with the PRSK; and
- iv. Possession of Master's degree in the relevant field will be an added advantage.

**12. CLERK ASSISTANT II - (KCASB-6): Ref: KT/CASB/2021/12 (1 POSITION).  
Salary Scale 6: Ksh. 49,000 x2,170 - 51,170 x 2,550 – 53,720 x 2,650 - 56,370 x2,750 - 59,120  
x 2,920 - 62,040 x3,080 - 65,120 P.M.**

**(c) Duties and Responsibilities**

- i. Assisting in ensuring adherence to parliamentary procedures, practices and conventions;
- ii. Assisting in the drafting and processing of Order Papers, Statements and Motions in the Table Office;
- iii. Assisting in the preparation of Votes and Proceedings of plenary sittings;
- iv. Assisting in the preparation and maintenance a Bills Tracker and a Motions Tracker;
- v. Advising the Speaker, other Presiding Officers and Members of the County Assembly on Legislative Procedures and Practices;
- vi. Offering administrative services to various types of Assembly committees including the County Assembly Service Board;
- vii. Assisting in coordination of activities pertaining to seminars and conferences for the Members of the County Assembly and staff;
- viii. Research involving search for fresh information/facts by consulting appropriate sources like documents or persons;
- ix. Perform duties within the department of the legislative and committee services under close supervision of the immediate First Clerk Assistant.

**b) Requirements for Appointment**

For appointment to this position, a candidate must have:-

- i. Bachelor's degree in a relevant discipline from a university recognized;
- ii. Been exposed to the operations of a legislature through attachments, seminars, conferences and workshops;
- iii. Proven commitment to, and timely execution of duties and responsibilities in previous designations;
- iv. Have wide experience on the roles, functions and operations of a legislature;
- v. Demonstrable interest and commitment to the aims, objectives and principles of a devolved legislature;

- vi. Good command of spoken and written English and Kiswahili coupled with good report writing skills;
- vii. At least three (3) years' relevant work experience; and
- viii. Attended middle management level course lasting not less than two (2) weeks from a recognized institution.

**13. ACCOUNTANT III - (KCASB-5): Ref: KT/CASB/2021/13 (1 POSITION).**  
**Salary Scale 5: Ksh. 42,970 x1,920 - 44,890x2,000 – 46,890 x 2,110 - 49,000 x2,170 - 51,170 x 2,550 - 53,720 x2,650 - 56,370x2,750 – 59,120 P.M.**

**a.) Duties and Responsibilities**

- i. Control of expenditure as per vote book ceilings;
- ii. Maintenance of annual ledgers
- iii. Issuance of impress
- iv. Preparation and monitoring of bank reconciliation statements
- v. Assisting in annual report preparation
- vi. Daily checking of cash book
- vii. Filling of accounts documents

**b) Requirements for appointment**

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

- i. A pass in Part II of the Certified Public Accounts (Kenya) Examination or
- ii. A Bachelor of Commerce degree (accounting option) from a recognized university/institution or any other acceptable professional accountancy qualification by virtue of which the holder is exempted from Part II of the Certified Public Accountants (Kenya) Examination.

**14. SECURITY WARDEN II (KCASB-5): Ref: KT/CASB/2021/14 (2 POSITIONS).**  
**Salary Scale 5: Ksh. 42,970 x1,920 - 44,890x2,000 – 46,890 x 2,110 - 49,000 x2,170 - 51,170 x 2,550 - 53,720 x2,650 - 56,370x2,750 – 59,120 P.M.**

**(a) Duties and responsibilities**

- i. Enforcing Speaker's rules;
- ii. Maintaining cleanliness of the Chamber;
- iii. Issuance of entry badges;
- iv. Screening of strangers;
- v. Storage of strangers baggage;
- vi. Patrolling of car parks;
- vii. Perform periodical security night duties;
- viii. Crowd control and management;
- ix. Providing chamber support services;
- x. Maintaining order in the galleries;
- xi. Provide intelligence services to the Assembly's management.

- xii. Prepare and submit security reports on Assembly's operations.
- xiii. Carry out basic crime/incident investigation.
- xiv. Collect intelligent as necessary.
- xv. Safeguard life and property as necessary.
- xvi. Performing any other duties as may be assigned by the Senior Sergeant At Arms I.

**(b) Requirements for Appointment**

- i. Be in possession of Kenya Certificate of Secondary Education;
- ii. Have served in the disciplined forces or trained at the National Youth Service; OR
- iii. Served satisfactorily as a Security Warden in a Local Authority or a large institution for a period of not less than three years;
- iv. Possession of a post-secondary certificate in security studies or in a relevant discipline will be an added advantage;
- v. Attained a Rank of Inspector of Police;
- vi. A relevant diploma; and
- vii. Advanced Certificate in First Aid.

**15. CLERICAL OFFICER I - (KCASB-4): Ref: KT/CASB/2021/15 (1 POSITION).**  
**Salary Scale 4: Ksh. 38,270 x1,470 - 39,740 x 1,520 – 41,260 x 1,710 - 42,970 x1,920 - 44,890 x2,000 - 46,890 x2,110 - 49,000x2,170 – 51,170 P.M.**

**(a) Duties and Responsibilities**

- i. Collecting, collating and compiling of data;
- ii. Receiving, recording and filling of documents and correspondences;
- iii. Indexing of documents and records;
- iv. Photocopying and scanning of documents;
- v. Maintaining and updating files;
- vi. Controlling movements of records and files;
- vii. Reporting of breakages, need for repair of building and furniture to the relevant authority;
- viii. Carrying out messengerial duties;
- ix. Preparing requisition for stationery for the assigned department
- x. Drafting correspondences; and
- xi. Ensuring safe custody of equipment, documents and records.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Served as a Clerical Officer or a comparable position for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution; or
- iii. Certificate course in any of the following fields: Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized in institution;

- iv. Passed the proficiency tests for clerical officers; and
- v. Proficiency in computer application.

**HOW TO APPLY:**

All applications including a curriculum vitae and copies of certificates and testimonials should be submitted in a sealed envelope with the **POSITION APPLIED FOR CLEARLY MARKED ON THE LEFT SIDE** and addressed to:

**CLERK/SECRETARY  
KITUI COUNTY ASSEMBLY SERVICE BOARD  
P.O. BOX 694 – 90200 KITUI**

**Important information to all Applicants**

- i. Remuneration package for persons serving in the County Governments is advised by the Salaries and Remuneration Commission and is subject to review by the Commission from time to time.
- ii. Kitui County Assembly Service Board is an Equal Opportunity Employer and so women candidates and those with Disabilities are encouraged to apply
- iii. Applications should reach the Secretary, Kitui County Assembly Service Board on or before close of business **Tuesday 8<sup>th</sup> February, 2022**
- iv. Only shortlisted candidates will be contacted
- v. Canvassing for any position whether directly or indirectly will lead to automatic disqualification.