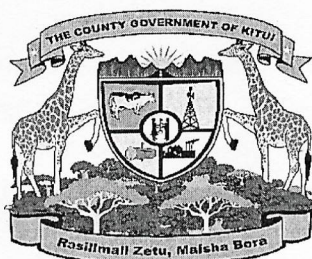


COUNTY ASSEMBLY OF KITUI

Tel: (044)22914,
Email: kituiassembly@gmail.com
Website: www.kituiassembly.go.ke



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

04

KITUI COUNTY ASSEMBLY SERVICE BOARD

VACANCIES IN THE COUNTY ASSEMBLY SERVICE Internal Advertisement within Kitui County

The Kitui County Assembly Service Board is a body corporate established under Section 12 of the County Governments Act, 2012.

Section 12 (7) (b) of the County Governments Act, 2012 mandates the County Assembly Service Board to constitute offices in the County Assembly Service as well as appoint and supervise office holders. Further Section 24(1) of the County Assembly services Act, 2017 mandates the Board to establish such offices in the Service as it considers necessary or expedient for the efficient performance of the functions of the Service.

Section 3.1 (c) of the County Assembly of Kitui Human Resource Policies and Procedures Manual, July 2021 defines Contract/Medium Term Appointment as appointments with defined contract period. In addition, it states that appointment on contract terms shall apply to employees appointed to undertake assignments within a specified time period. The appointment on contract terms will be made where vacancies cannot be filled on permanent and pensionable terms because they are not on the Assembly's approved establishment.

Pursuant to the above legal provisions, the Kitui County Assembly Service Board invites applications from qualified persons to be considered for the positions outlined herein below: -

1. CLEANER/GARDENER – J/G (D) (CONTRACTUAL EMPLOYEE - 10 POSITIONS) - WITH A MONTHLY BASIC WAGE: KSHS. 16,870.00 ;

(a) Duties and Responsibilities

Job holder shall be responsible to the Senior Administrative Officer for:-

- i). Cleaning of offices, kitchens, and entire compound;
- ii). Collecting and cleaning crockery;
- iii). Collecting and delivering documents within and outside the institution;
- iv). Ensuring safety for tools and equipment;
- v). Receiving and directing visitors as necessary;
- vi). Maintenance of visitors' records;
- vii). Maintenance of equipment, furniture and buildings.

(b) Requirements for appointment

- i). Possession of at least the Kenya Certificate of Secondary Education (KCSE), mean grade D (Plain) or its recognized equivalent;
- ii) Any additional skills will be an added advantage.

2. STORE KEEPER- J/G (G) (SKILLED CONTRACTUAL EMPLOYEE- 1 POSITION) - WITH A MONTHLY BASIC WAGE: KSHS. 23,700.00

(a) Duties and Responsibilities

The job holder shall be responsible to the Head of Procurement function for: -

- i) Assisting in tender evaluations and inspection of goods received.
- ii) Taking charge of received goods;
- iii) Storing and maintenance of stores' records;
- iv) Issuing of stores;
- v) Assisting in receiving procured goods;
- vi) Facilitating Store's accommodation;

(b) Requirements for Appointment

- i). Relevant experience for a minimum of one (1) year;
- ii). Bachelor's degree in Procurement/Supplies Chain Management or equivalent qualification from a recognized university in Kenya;
- iii). Registered as a member of Kenya Institute of Supplies Management;
- iv). Knowledge and hands-on skills in Government public procurement;
- v). Be result driven and team player;
- vi). High degree of integrity and honesty;
- vii). Good communication and analytical skills;
- viii). Certificate in computer applications from a recognized institution.

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-HAND SIDE** and addressed to:

OFFICE OF THE CLERK
COUNTY ASSEMBLY OF KITUI
Ag. CLERK/SECRETARY
KITUI COUNTELY ASSEMBLY SERVICE BOARD
P.O. BOX 694 - 90200
KITUI

Important information to all Applicants

- i. Remuneration package will be as advised by the Salaries and Remuneration Commission (SRC) from time to time.
- ii. Kitui County Assembly Service Board is an Equal Opportunity Employer and so women 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 **Thursday, 21st November, 2024**
- iv. Only shortlisted candidates will be contacted.
- v. Canvassing for any position whether directly or indirectly will lead to automatic disqualification.