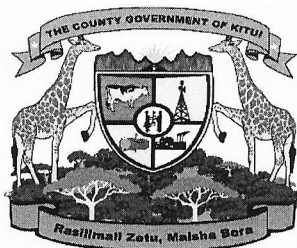


COUNTY ASSEMBLY OF KITUI

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



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

KITUI COUNTY ASSEMBLY SERVICE BOARD

VACANCIES

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.

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. DEPUTY CLERK OF ASSEMBLY (KCASB 12; J/G S) Ref: KT/CASB/2025/01 (1 POST) Basic Salary Scale 12: Ksh. 137,070 p.m. - Ksh. 203,010 p.m. (Permanent & Pensionable)**

(a) Duties and Responsibilities

The officer will be responsible to the Clerk of Assembly and deputize the Clerk in execution of the Clerk's functions which include but not limited to: -

- (i). Deputizing the Clerk in execution of the Clerk's functions;
- (ii). General supervision of all departments;
- (iii). Assisting the Clerk in, administrative, budgeting, financial, procurement and procedural functions and oversight of proceedings of the County Assembly;
- (iv). Offering administrative services to the County Assembly Service Board and other committees;
- (v). May be assigned as the Chair of the Staff Advisory Committee;
- (vi). May be assigned as the Vice Chair of the Management Committee;

- (vii). Any other duty as may be assigned.

(b) Requirements for Appointment

- (i). Must be a Kenyan Citizen;
- (ii). Bachelor's degree from a university recognized in Kenya or its equivalent;
- (iii). Must have at least three (3) years of relevant professional experience.

The following qualification(s) will be an added advantage

- (i). Master's degree from an institution recognized in Kenya or its equivalent;
- (ii). Membership to a professional body /association.
- (iii). Senior Management Course or any other above that from a recognized institution in Kenya.
- (iv). Certificate in computer applications/packages.

2. PRINCIPAL LEGAL COUNSEL (KCASB 10; J/G Q) Ref: KT/CASB/2025/02 (1 POST)

Basic Salary Scale 10: Ksh.102,860 p.m.-Ksh. 137,070 p.m. (Permanent & Pensionable)

(a) Duties and Responsibilities

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

- (i) Rendering legal opinion to County Assembly Service Board, the Clerk and the office of the Speaker;
- (ii) Drafting of Members' Bills;
- (iii) Drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of the County Assembly;
- (iv) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to the Assembly;
- (v) Representing the Assembly in Court and Liaising with external legal counsels;
- (vi) Preparing departmental budget estimates;
- (vii) Providing any other legal services that may be required by the Members of County Assembly, Assembly Committees, the Clerk of Assembly, the County Assembly Service Board, the Speaker and the County Assembly;
- (viii) Ensuring that bills passed by County Assembly comply with the Constitution of Kenya;
- (ix) May be assigned to head the Legal Department;
- (x) Any other duty as may be assigned.

(b) Requirements for appointment

- (i) Must be a Kenyan Citizen;
- (ii) Bachelor degree of Laws from an institution recognized in Kenya;
- (iii) Post Graduate Diploma in law from an institution recognized in Kenya;
- (iv) Be admitted as an Advocate of the High Court of Kenya;
- (v) Minimum two (2) years' relevant professional experience;
- (vi) Membership in good standing to a professional body /association;
- (vii) Current valid Practicing Certificate.

The following qualification(s) will be an added advantage

- (i) A Master's degree in a relevant discipline from a university recognized in Kenya or its equivalent.
- (ii) Senior Management Course or any other above that from a recognized institution in Kenya.
- (iii) Certificate in computer applications/packages.

3. SENIOR HANSARD EDITOR I (KCASB 9; J/G P) Ref: KT/CASB/2025/03 (1 POST)

Basic Salary Scale 9: Ksh. 90,200 p.m.- Ksh. 124,630 p.m. (Permanent & Pensionable)

(a) Duties and responsibilities

- (i) Ensuring timely and accurate transcription of the Assembly proceedings;
- (ii) Undertaking independent verbatim reporting of the County Assembly proceedings and those of relevant committees/functions within or outside the Assembly;
- (iii) Undertaking final editing and compiling of Hansard reports;
- (iv) Preparing duty schedules for Hansard Reporters;
- (v) Sorting and checking transcripts from junior officers and amending as necessary;
- (vi) Coordinating various Hansard production functions;
- (vii) Organizing information for classification, custody, archiving, retrieval and cross-checking of documents against references;
- (viii) May be assigned to Head the Hansard Department;
- (ix) Any other duty as may be assigned.

(b) Requirement for Appointment

- (i) Must be a Kenyan Citizen;
- (ii) Bachelor's degree in Linguistics/Mass communication or social sciences majoring in either English or Kiswahili or any other equivalent degree qualification from an institution recognized in Kenya;
- (iii) Minimum two (2) years' relevant professional experience.

The following qualification(s) will be an added advantage

- (i) A Master's degree in a relevant discipline from a university recognized in Kenya or its equivalent.
- (ii) Senior Management Course or any other above that from a recognized institution in Kenya.
- (iii) Membership to a professional body /association.
- (iv) Certificate in computer applications/packages.

4. SENIOR ACCOUNTANT II (KCASB 7; J/G N) Ref: KT/CASB/2025/05 (1 POST)

Basic Salary Scale 7: Ksh. 58,360 p.m. -Ksh. 90,200 p.m. (Permanent & Pensionable)

(a) Duties and Responsibilities

- (i) Examining payment vouchers;
- (ii) Responding to audit queries;
- (iii) Preparing the Assembly payroll;
- (iv) Preparing financial and management reports;
- (v) Maintenance of the fixed assets register;
- (vi) Implementing of Government policies and procedures of public finance management;
- (vii) Review of accounting procedures and practices;
- (viii) Processing of reallocations within the budget;
- (ix) Compiling information on commitment and expenditure trends;
- (x) Preparing of reports on budget absorption and expenditure control, including expenditures on salaries and allowances;
- (xi) Any other duty that may be assigned.

(a) Requirements for Appointment

- (i) Must be a Kenyan citizen;
- (ii) Bachelor's degree in a business-related course from an institution recognized in Kenya;
- (iii) Should demonstrate/possess strong understanding of accounting principles and practices

The following qualification(s) will be an added advantage

- (i) A Master's degree in a relevant discipline from an institution recognized in Kenya or its equivalent.
- (ii) Part III of the Certified Public Accounts (Kenya) or its equivalent.
- (iii) Senior Management Course or any other above that from a recognized institution in Kenya.
- (iv) Membership to a professional body /association
- (v) Certificate in computer applications/packages.

5. SENIOR WORKS OFFICER II (KCSB 7; J/G N) Ref: KT/CASB/2025/06 (1 POST)

Basic Salary Scale 7: Ksh. 58,360 p.m. -Ksh. 90,200 p.m. (Permanent & Pensionable)

(a) Duties and responsibilities

- (i) Provide technical expertise to members in their oversight role;
- (ii) Check and identify areas of repair works/construction;
- (iii) Planning / drawing of what is to be constructed;
- (iv) Building / fabrication of what has been designed;
- (v) Assisting preparation of cost estimates;

- (vi) Fixing of what is damaged, broken, or not working properly;
- (vii) Supervising of repairs and maintenance of buildings, plant and equipment and painting works;
- (viii) May be assigned to head the works department;
- (ix) Any other duty as may be assigned.

(b) Requirements for Appointment

- (i) Must be a Kenyan Citizen;
- (ii) Bachelor's Degree in Engineering from an institution recognized in Kenya;
- (iii) Minimum two (2) years' relevant professional experience.

The following qualification(s) will be an added advantage

- (i) A Master's degree in a relevant discipline from an institution recognized in Kenya or its equivalent.
- (ii) Senior Management Course or any other above that from an institution recognized in Kenya.
- (iii) Membership to a professional body /association.
- (iv) Certificate in computer applications/packages.

6. PROCUREMENT ASSISTANT: (KCASB 5; J/G L) Ref: KT/CASB/2025/07 (2 POSTS)

Basic Salary Scale 5: Ksh. 44,400 p.m. - Ksh. 61,110 p.m. (Permanent & Pensionable)

(a) Duties and responsibilities

- (i) Assisting in tender evaluations and inspection of goods, works and services.
- (ii) Taking charge of received goods;
- (iii) Storing and maintenance of stores' records;
- (iv) Issuing of stores;
- (v) Undertaking market survey and stock taking;
- (vi) Assisting in receiving procured goods;
- (vii) Facilitating Stores accommodation;
- (viii) Any other duty that may be assigned.

(b) Requirements for Appointment

- (i) Must be a Kenyan citizen;
- (ii) Bachelor's degree or a Diploma in Procurement/Supplies Chain Management or equivalent qualification from an Institution recognized in Kenya;
- (iii) Should demonstrate/possess strong understanding of procurement processes and practices.

The following qualification(s) will be an added advantage

- (i) Membership to Kenya Institute of Supplies Management (KISM) or its equivalent.

- (ii) Supervisory Management Course from a recognized institution.
- (iii) Knowledge and hands-on skills in Government public procurement.
- (iv) High degree of integrity and honesty.
- (v) Certificate in computer applications/packages.

7. SECURITY WARDEN III) (KCASB 4; J/G K) Ref: KT/CASB/2025/08 (2 POSTS)
Basic Salary Scale 4: Ksh. 39,700 p.m. - Ksh. 52,960 p.m. (Permanent & Pensionable)

(a) Duties and responsibilities

- (i) Enforcing Speaker's rules;
- (ii) Maintaining cleanliness and orderliness of the Chamber;
- (iii) Issuing of entry badges;
- (iv) Screening of members of the County Assembly, Members of service and visitors within the precincts of the assembly;
- (v) Storing visitors' baggage;
- (vi) Patrolling of car parks;
- (vii) Performing periodical security night duties;
- (viii) Booking of visitors/guests at the entrances.
- (ix) Controlling and management of Crowd;
- (x) Allocating mails to MCAs Pigeon holes;
- (xi) Providing chamber support services;
- (xii) Maintaining order in the galleries;
- (xiii) Collecting and providing intelligence services to the Assembly's management;
- (xiv) Assisting in preparation and submission of security reports on Assembly's operations;
- (xv) Assisting in carrying out basic crime/incident investigation;
- (xvi) Safeguarding life and property as necessary;
- (xvii) Any other duty that may be assigned.

(b) Requirements for Appointment

- (i) Must be a Kenyan citizen;
- (ii) Kenya Certificate of Secondary Education (KCSE);
- (iii) High degree of integrity and honesty.

The following qualification(s) will be an added advantage

- (i) Bachelor's degree or Diploma or certificate in a relevant field from an institution recognized in Kenya.
- (ii) Certificate in First Aid Course.
- (iii) Certificate in computer applications/packages.
- (iv) Paramilitary training certificate.

- (v) Served in the disciplined forces or trained at the National Youth Service.

8. DRIVER III (KCASB 3; J/G H) Ref: KT/CASB/2025/09 (1 POST)

Basic Salary Scale 3: Ksh. 26,900 p.m. - Ksh. 35,380 p.m. (Permanent & Pensionable)

a) Duties and Responsibilities

- (i) Driving a motor vehicle as authorized;
- (ii) Maintenance of work tickets for vehicles assigned;
- (iii) Detecting and reporting malfunctioning of vehicles systems;
- (iv) Maintaining cleanliness of the vehicle;
- (v) Ensuring security and safety for the vehicle on and off the road;
- (vi) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems and tire pressure;
- (vii) Ensuring safety of the passengers and/or goods therein;
- (viii) Any other duty that may be assigned.

(b) Requirements for Appointment

- (i) Must be a Kenyan citizen;
- (ii) Be in possession of Kenya Certificate of Secondary Education (KCSE);
- (iii) A Digital and valid driving license and free from any current endorsements;
- (iv) Minimum of one (1) year satisfactory driving experience;
- (v) Ability to speak and write English and Kiswahili.

The following qualification(s) will be an added advantage

- (i) Passed Occupational Grade Test III for Drivers.
- (ii) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent from an institution recognized in Kenya.
- (iii) Certificate of Good Conduct from the Directorate of Criminal Investigation;
- (iv) Certificate in First Aid Course.
- (v) Certificate in computer applications/packages.

9. OFFICE ATTENDANT III (KCASB; 2 J/G E) Ref: KT/CASB/2025/10 (1 POST)

Basic Salary Scale 2: Ksh. 18,000 p.m. - Ksh. 19,900 p.m. (Permanent & Pensionable)

a) Duties and Responsibilities

- (i) Cleaning of offices, kitchen and entire compound;
- (ii) Preparing tea and washing utensils;
- (iii) Collecting and delivering documents within and outside the Assembly;
- (iv) Any other duty that may be assigned.

b) Requirements for Appointment

- (i) Must be a Kenyan citizen;

- (ii) Kenya Certificate of Secondary Education (KCSE);
- (iii) Ability to speak and write English and Kiswahili.

The following qualification(s) will be an added advantage

- (i) Certificate in Housekeeping/catering or any other relevant field from an institution recognized in Kenya.
- (ii) Minimum of one (1) year relevant experience.
- (iii) High degree of integrity and honesty.
- (iv) Certificate in computer applications/packages.

HOW TO APPLY:

All applications including curriculum vitae (CV) and certified copies of National Identity Cards, academic and professional certificates, transcripts and testimonials should be submitted in a sealed envelope with the **POSITION APPLIED FOR CLEARLY MARKED ON THE LEFT SIDE** and addressed to:

**THE 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 committed to implementing the provisions of the Constitution – Chapter 232(I) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. Therefore women, people with disabilities, marginalized and the minorities are encouraged to apply.
- (iii) It is a criminal offence to present fake certificates/documents.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) Only shortlisted and successful applicants will be contacted.
- (vi) Shortlisted candidates shall be required to produce originals of their National Identity Cards, academic and professional certificates and transcripts during the interviews.
- (vii) Serving officers shall be required to avail original letters of appointment to the current substantive posts during the interviews.
- (viii) Applications should reach the Secretary, Kitui County Assembly Service Board on or before close of business **26th May, 2025.**