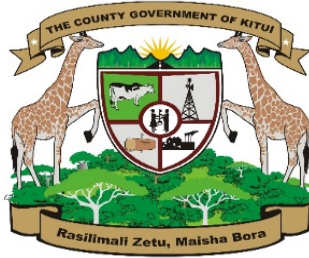


# COUNTY ASSEMBLY OF KITUI

Tel: (044)22914,  
Email: [kituiassembly@gmail.com](mailto:kituiassembly@gmail.com)  
Website:  
[www.kituiassembly.org/](http://www.kituiassembly.org/)



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. SENIOR PROCUREMENT OFFICER I(KCASB-9): Ref: KT/CASB/2022/01 (1 POSITION).**

**Salary Scale 9: Kshs. 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**

- i. Planning and co-ordination of supplies management services;
- ii. Assisting in interpretation and implementation of relevant Government Procurement laws, policies and regulations;
- iii. Preparing procurement plan for a financial year;
- iv. Ensure timely supply of quality goods and services and works;
- v. Ensuring provision of secretarial services to the procurement Committees;
- vi. Ensuring maintenance of updated suppliers list;
- vii. Ensuring that planned stock levels meet forecasted demand by monitoring stocks to identify changes and determining re-order levels;
- viii. Assisting in procurement audit and preparation of periodic and annual supply chain management reports/returns.
- ix. Implementing supplies management instructions, inspection, training and development of procurement personnel.
- x. Assisting in development of detailed service level agreements for third party providers;
- xi. Providing advisory services on procurement matters to the Accounting Officer including preparation of consolidated procurement and disposal plans.
- xii. Supervising junior staff in the procurement department;

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

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

- 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. Five (5) year's relevant experience gained from a comparable or similar position in a busy procurement environment;
- iv. Membership to Kenya Institute of supplies Management (KISM);
- v. Valid Practicing License;
- vi. Master's degree in a relevant field will be an added advantage.

## **2. CLERK ASSISTANT II - (KCASB-6): Ref: KT/CASB/2022/02 (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 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 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 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 First Clerk Assistant.
- x. Coordinate registration and timely production of seminar and conference reports.

## **b) Requirements for Appointment**

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

- i. Bachelor's degree in Social Sciences or/Political Science/Sociology/Economics/  
Public Administration/Law/Business Administration and Education from a recognized  
university in Kenya;
- ii. Post-graduate Diploma in any of the above disciplines;
- iii. Three (3) years' relevant experience in a similar or comparable institution;
- iv. Proficiency in computer application skills;

## **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:

**THE SECRETARY  
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 24<sup>th</sup> June, 2022.
- (iv) Only shortlisted candidates will be contacted.