



NAROK COUNTY ASSEMBLY SERVICE BOARD

Tel: 020 688889
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Assembly Building,
Mau Narok Road
P.O Box 19 –20500,
Narok.

VACANCY

JOB TITLE : CLERK OF COUNTY ASSEMBLY
DEPARTMENT : CLERK
RESPONSIBLE TO : THE SPEAKER AND COUNTY ASSEMBLY SERVICE BOARD
RESPONSIBLE FOR : COUNTY ASSEMBLY STAFF
OBJECTIVE : SECRETARY TO THE BOARD AND OVERSEES THE ADMINISTRATIVE DUTIES OF THE COUNTY ASSEMBLY.
SALARY SCALE : CASB 12

Pursuant to section 18 of the County Assembly Services Act, the nomination of a person for appointment as a Clerk of the county assembly under section 13 of the County Governments Act shall be done through an open, transparent and competitive recruitment process. Consequently, the Narok County Assembly Service Board invites applications from interested and qualified persons for the office of the Clerk of the County Assembly/Secretary to the County Assembly Service Board.

FUNCTIONS OF THE CLERK

1. Ensuring timely processing and orderly disposal of the agenda of the County Assembly also known as Orders of the Day.
2. Overseeing smooth and efficient operation of Select Committees;
3. Provision of information and research for the Speaker and Members
4. Ensuring production of accurate record of the House Business/ form of Votes and Proceedings.
5. Marshalling all decisions arrived at by the County Assembly, preparing and producing them pursuant to specified format set out in the Constitution of Kenya, the statutes, the Standing Orders, Precedents, the traditions and practices.
6. Implementing the resolutions of the County Assembly Service Board to ensure the Members and Staff are properly facilitated to discharge their mandates at the County Assembly.

MAIN DUTIES AND RESPOSIBILITIES

1. The Administrative head of the County Assembly.
2. The Accounting Officer / Authorized Officer for the County Assembly.
3. Secretary to the County Assembly Service Board of Narok.
4. Responsible for implementation of all policy decisions of the County Assembly Service Board.
5. Responsible for Enhancing Public understanding and knowledge of the work of the County Assembly and increasing Public accessibility.
6. The Principle Adviser on all legislative procedures, practices , convention and traditions to the Speaker of the County Assembly, other presiding Officers and to all Honorable Members of the County Assembly.
7. The Chief Advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through the Speaker, to the House. He acts under authority and takes decisions in the name of the Speaker. Orders passed by the Clerk are the Orders in the name of the Speaker, and the latter accepts full responsibility for those orders.
8. Responsible for marshalling all Legislative measures passed by the County Assembly.

REQUIREMENTS FOR APPOINTMENT

Pursuant to the provisions of section 12 of the County Governments Act and the County Assembly Services Act, a person shall not be qualified for appointment as a Clerk of the County Assembly unless such person:

- i. Should be a Kenyan Citizen.
- ii. Holds a degree from a university recognized in Kenya or its equivalent.
- iii. Has had at least 5 years of relevant professional experience.
- iv. Meets the requirements of Leadership and Integrity set out in Chapter 6 of the Constitution of Kenya 2010.
- v. is approved of the County Assembly upon a recommendation of the County Assembly Service Board

The following qualifications will an added advantage:

1. Served in, and shown proven and enduring flair for parliamentary/ County Assembly procedures and practice, and have wide experience on the role, functions and operation of a legislature through exhaustive service in relevant spheres of a legislative body.
2. A master's degree in relevant discipline from a university recognized in Kenya or its equivalent.

3. Membership to a professional body or association in good standing

APPLICATION CRITERIA

Persons interested in filling the above position should submit applications accompanied by eight copies of Curriculum Vitae, certified copies of relevant Academic and Professional Certificates, National Identity Card or Passport and other relevant supporting documents.

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants **MUST** obtain and submit the following:

- i. Tax compliance certificate from Kenya Revenue Authority;
- ii. Clearance/Compliance certificate from Higher Education Loans Board;
- iii. Clearance certificate from Ethics and Anti-Corruption Commission;
- iv. Certificate of Good Conduct from Criminal investigation Department; and
- v. Clearance Certificate from a recognized Credit Reference Bureau.

All applications should clearly be marked to;

**The Chairperson
County Assembly Service Board
County Assembly of Narok
P.O. 19 – 20500,
Narok**

And may be hand delivered to the office of the Speaker/Chairperson of the County Assembly Service Board located at the Assembly Buildings, Narok so as to reach him not later than **Friday, 16th November, 2018 at 5.00 p.m.**

NOTE: The County Assembly is an equal opportunity employer. Canvassing will lead to automatic disqualification.