



COUNTY ASSEMBLY OF KERICHO

Email: assembly@kericho.go.ke
www.assembly.kericho.go.ke

P.O.BOX 1526,
KERICHO
Tel. No. 0745169000

ADVERTISEMENT FOR VACANCIES

The Kericho County Assembly Service Board wishes to recruit candidates to the following positions :-

1. PERMANENT AND PENSIONABLE TERMS:-

1. Legal Counsel I - CASB 6 (JG N) - 1 Position
2. Legal Counsel II - CASB 7 (JG M) - 1 Position
3. Driver II - CASB 11- (JG H) - 2 Positions
4. Clerk Assistant II - CASB 9 (JG K) - 1 Position

2. COUNTY ASSEMBLY SERVICE BOARD SECRETARIAT (3 YEARS CONTRACT):-

1. Clerk Assistant II – CASB – 8 (JG L) - 1 Position
2. Clerk Assistant III – CASB 10 (JG J) - 1 Position
3. Office Attendant (Cleaner/Kitchen) – CASB 12 (JG E) - 1 Position

3. INTERNSHIP POSITIONS :-

S/No	Position for Interns	No of Positions
1	Legal	2
2	Research	2
3	Public Relations and communication	3
4	Procurement	2
5	Human Resource/Administration	3
6	Hansard/Sign language	2
7	ICT	2

8	Committee services	3
9	Registry	2
10	Budget office	2
11	Library	2
12	Monitoring and Evaluation	2
13	Sergeant at arms (SAA)	2
14	Finance	2
15	Accounts	2
16	Kitchen	2

Interested and qualified candidates should visit our website www.assembly.kericho.go.ke to get the job application requirements.

- **All applications shall strictly be done online through the following link**
<https://kericho.assembly.management/in/>

The applications should be received on or before **Monday 2nd October 2023** at **5.00p.m.**

Secretary to the County Assembly Service Board





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please quote Ref: No.

VACANCIES

s/n	post	No of vacancies	Required qualification	Duties and responsibilities
1	LEGAL COUNSEL 1 CASB 6 (JGN)	1	<ul style="list-style-type: none">(i) Have served in a similar or in an equivalent position for cumulative period of three (3) years in a public or private institution;(ii) Have a Bachelor of Laws (LLB) degree;(iii) Be admitted as an Advocate of the High Court of Kenya;(iv) Be in possession of a current practicing certificate;(v) Have a certificate in supervision lasting at least two (2) weeks from a recognized institution; and(vi) Be Proficient in computer applications skills.	<ul style="list-style-type: none">(i) Drafting of Private Members' Bills,(ii) Drafting of amendments to Bills to be proposed to the Assembly by any Member of County assembly or any Committee of County Assembly;(iii) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly.(iv) Reviewing draft motions and giving legal advice to Committees of the Assembly.(v) Any other relevant duty that may be assigned by from time to time

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2	LEGAL COUNSEL 11 CASB 7 (M)	1	<p>Served in a similar position for a minimum period of not less than one (1) year;</p> <ul style="list-style-type: none"> (i) Have a Bachelor of Laws (LLB) degree; (ii) Be admitted as an Advocate of the High Court of Kenya; (iii) Be in possession of a current practicing certificate; and (iv) Be Proficient in computer applications skills 	<ul style="list-style-type: none"> (i) facilitating service of legal documents (ii) collecting, circulating and filing published bills and subsidiary legislation (iii) filling court documents and any other legal documents (iv) organizing the Legal Department Registry (v) drafting legal documents under the supervision of the Litigation Counsel (vi) Any other relevant duty that may be assigned by from time to time.
3	DRIVER II, CASB 11 (JG H)	2	<ul style="list-style-type: none"> I. A Kenya Certificate of Secondary Certificate mean grade D + or any other equivalent qualification. II. Served in a similar position for a minimum period of not less than one (1) year; III. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is 	<ul style="list-style-type: none"> (i) driving vehicles and detecting common mechanical faults; (ii) carrying out minor repairs; (iii) maintaining work tickets for vehicles assigned; (iv) ensuring safety of the vehicle on and off the road; (v) maintaining cleanliness of the assigned vehicle; and; (vi) ensuring adherence to or observations of traffic laws. (vii) Any other relevant duty that may

			<p>required to drive;</p> <p>IV. Passed the Suitability Test for Drivers Grade I</p> <p>V. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;</p> <p>VI. Valid Certificate of Good Conduct</p>	<p>be assigned by from time to time.</p>
4	CLERK ASSISTANT III, CASB 9(JG K)	1	<p>I. Bachelors Degree in Social Sciences or any other relevant field from a recognized university and a post graduate diploma in a professional course in social sciences will be an added advantage;</p> <p>II. Proficiency in computer application skills</p>	<p>(i) assisting in ensuring adherence to parliamentary procedures, practice, conventions, traditions and etiquette</p> <p>(ii) assists in research involving search of new information/facts by consulting appropriate sources like documents or persons</p> <p>(iii) offering administrative services to the various House Committees</p> <p>(iv) assists in drafting minutes and reports of committees</p> <p>(v) assists in recording of attendance of members at meetings</p> <p>(vi) maintains records of Bills and</p>

DE-2

				<p>motions</p> <p>(vii) assists with the preparation of notices of motions and statements</p> <p>(viii) Any other relevant duty that may be assigned from time to time.</p>
CASB CONTRACT				
5	<p>CASB CLERK CASB 9(JG K)</p>	1	<p>I. Bachelor's Degree in Social Sciences or any other relevant field from a recognized university and a post graduate diploma in a professional course in social sciences will be an added advantage;</p> <p>II. Proficiency in computer application skills</p>	<p>(i) offering administrative services to the board</p> <p>(ii) assists in drafting minutes and reports of board</p> <p>(iii) assists in recording of attendance of members at meetings</p> <p>(iv) maintains records of the board meetings</p> <p>(v) Any other relevant duty that may be assigned from time to time.</p>
6	<p>CASB CLERK CASB 10(JG J)</p>	1	<p>I. Diploma in Human Resource Management/Administration/Industrial Relations /Labour Relations or any other relevant field from a recognized university</p> <p>II. Proficiency in computer application skills</p>	<p>I. Assists in drafting minutes and reports of the board</p> <p>II. Assists in recording of attendance of members at meetings</p> <p>III. Maintains records of the board meetings</p> <p>IV. Any other relevant duty that may be assigned from time to time.</p>

7	OFFICE ATTENDAN T CASB 12 (JGJ) E(Cleaner/k itchen)	1	<p>(i) A Kenya Certificate of Secondary Certificate mean grade D + or any other equivalent qualification.</p> <p>(ii) A Certificate of good conduct.</p> <p>(iii) Any other qualifications that may be accepted/approved by CASB.</p>	<p>(i) making tea and serving officers</p> <p>(ii) delivering mail and carrying files.</p> <p>(iii) Any other relevant duty that may be assigned from time to time.</p> <p>(iv) Cleaning of offices, kitchen, entire compound and collecting and cleaning tea-serving facilities in offices</p> <p>(v) Collecting and delivering documents outside and within the organization the organization</p>

