



# COUNTY ASSEMBLY OF KERICHO

Email: [assembly@kericho.go.ke](mailto:assembly@kericho.go.ke)  
www. <https://kerichoassembly.go.ke>

P.O.BOX 1526,  
KERICHO

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## ADVERTISEMENT FOR VACANCIES

Kericho County Assembly Service Board wishes to recruit candidates to the following positions on permanent and pensionable terms: -

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| 1. Deputy Director Legal Services - <b>CASB 4 (JG Q)</b> - | <b>1 Position</b> |
| 2. Research Officer - CASB <b>9( JG K)</b> -               | <b>1 Position</b> |
| 3. ICT Officer - <b>CASB 9 ( JG K)</b> -                   | <b>1 Position</b> |
| 4. Driver I - CASB 10- <b>( JG J)</b> -                    | <b>1 Position</b> |
| 5. Maintenance/Works Officer II - CASB 10 <b>(JG J)</b> -  | <b>1 Position</b> |

Interested and qualified candidates should visit our website <https://kerichoassembly.go.ke/> to get the job application requirements

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

The applications should be received on or before **13<sup>th</sup> June 2025 at 5.00P.M.**

**Secretary**  
**County Assembly Service Board**

1	DEPUTY DIRECTOR LEGAL SERVICES 1 CASB 4 (JG Q)	<p><b>(a) Duties and responsibility</b></p> <ul style="list-style-type: none"> <li>(i) Formulating and interpreting regulations and policies;</li> <li>(ii) Commissioning drafting of amendments to bills to be proposed to the assembly by any member of county assembly or any committee of county assembly;</li> <li>(iii) Providing legal interpretation of Acts and Bills and generally giving legal advice on matters relating to county assembly;</li> <li>(iv) Providing legal advice to the CASB, County Assembly Service, County Assembly And its committees;</li> <li>(v) Providing any other legal services that may be required by county assembly, the committees, the speaker, the CASB or the clerk;</li> <li>(vi) Ensuring that bills passed by County Assembly comply with the constitution and other statutes;</li> <li>(vii) Legal representation of county assembly and the CASB in court proceedings;</li> <li>(viii) Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;</li> <li>(ix) Providing any other legal services that may be required by county assembly, the committees, the speaker, the CASB or the clerk;</li> <li>(x) Carrying on legal research on matters before the department;</li> <li>(xi) Custodian of all Assembly papers presented in the house in the course of debate;</li> </ul>	<p><b>(b) Qualifications</b></p> <ul style="list-style-type: none"> <li>(i) Have served in a similar or in an equivalent position for cumulative period of three (10 years) in a public or private institution;</li> <li>(ii) Have a Bachelor of Laws (LLB) degree;</li> <li>(iii) Be admitted as an Advocate of the High Court of Kenya;</li> <li>(iv) Be in possession of a current practicing certificate;</li> <li>(v) Have a certificate in supervision lasting at least two (2) weeks from a recognized institution; and</li> <li>(vi) Be Proficient in computer applications skills.</li> </ul>
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		(xii) Offering professional, legal advice to the speaker, County Assembly Service Board Members, honorable members and staff on parliamentary procedure on matters of tradition, practices, conventions and etiquette	
2	DRIVER I, CASB 1I JG H	<p><b>(a) Duties and responsibilities will entail: -</b></p> <ul style="list-style-type: none"> <li>(i) Driving vehicles and detecting common mechanical faults;</li> <li>(ii) Carrying out minor repairs;</li> <li>(iii) Maintaining work tickets for vehicles assigned;</li> <li>(iv) Ensuring safety of the vehicle on and off the road;</li> <li>(v) Maintaining cleanliness of the assigned vehicle; and;</li> <li>(vi) Ensuring adherence to or observations of traffic laws.</li> </ul>	<p><b>(b) Qualifications</b></p> <ul style="list-style-type: none"> <li>(i) Valid driving license free from any current endorsements and valid for anyof the classes of vehicles which the officer is required to drive;</li> <li>(ii) Defensive driving certificate from Automobile association (AA) of Kenya or itsequivalent qualification from a recognized Institution;</li> <li>(iii) Passed the Suitability Test for Drivers Grade I;</li> <li>(iv) A 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;</li> <li>(v) A Valid Certificate of Good Conduct; and</li> <li>(vi) Demonstrated integrity and professional competence as reflected in work performance and results</li> </ul>
3	RESEARCH ASSISTANT III, CASB 9(K)	<p><b>(a) Duties and Responsibilities</b></p> <p>Duties and responsibilities at this level are:</p> <ul style="list-style-type: none"> <li>(i) Providing non-partisan professional research assistance and analysis to Members,</li> </ul>	<p><b>(b) Qualifications</b></p> <ul style="list-style-type: none"> <li>(i) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics,</li> </ul>

		<p>Committees and staff of the County Assembly;</p> <p>(ii) Initiating and conducting anticipatory research and analysis on key policy issues;</p> <p>(iii) Providing expert interpretation, explanation and analysis, including assessing the strengths and weaknesses of policy options;</p> <p>(iv) Maintaining a periodically update inventory of publications on current issues, legislation and major public policy issues/questions;</p> <p>(v) Ensure quality control in the preparation of research papers, briefing notes and particular points of view; providing back up to County Assembly committees</p>	<p>Environmental Management, Sociology, Political Science, Education, International Trade/Commerce and other Social Science related fields;</p> <p>(ii) A knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, ability to write, edit in a clear, concise and understandable manner;</p> <p>(iii) A Certificate in statistical packages for social sciences.</p>
4	<b>MAINTENANCE /WORKS OFFICER II, CASB 10</b>	<p><b>(a) Duties and Responsibilities</b></p> <p>Duties and responsibilities will entail:</p> <p>(i) Preparing designs, bills of quantities and other contract documents for development and other capital projects;</p> <p>(ii) Supervising repairs and renovations of buildings, plant and equipment and painting as performed by artisans;</p> <p>(iii) Monitoring implementation of capital and development projects; and</p>	<p><b>(b) Qualification</b></p> <p>For appointment to this grade, an officer must have:</p> <p>-</p> <p>(i) Diploma in any of the following disciplines: Civil Engineering, Building and Construction, Mechanical Engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution; and</p> <p>(ii) Shown merit and ability as reflected in work performance and results.</p>
5	<b>ICT OFFICER</b>	<p><b>(a) Duties and Responsibilities</b></p> <p>Duties and responsibilities at this level will include:</p>	<p><b>(b) Qualifications</b></p> <p>For appointment to this grade, a candidate must have:</p>

	<b>CASB 9(K)</b>	<ul style="list-style-type: none"> <li>(i) Assisting in the implementation of the computer systems; support and training of users; repair and maintenance of ICT equipment and associated peripherals;</li> <li>(ii) Assisting in recording and maintaining register of ICT assets;</li> <li>(iii) Assisting in certifying and configuring ICT equipment;</li> <li>(iv) Any other relevant duty that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>(i) A Degree in any of the following fields: Computer Science, Information Technology or equivalent qualifications from a recognized institution.</li> </ul>
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