



COUNTY ASSEMBLY OF KERICHO

Email: kcoassembly@gmail.com
www: assembly.kericho.go.ke

In reply please quote Ref: No.

P.O.BOX 1526,
KERICHO

29th May, 2025

INTERNAL ADVERTISEMENT

Kericho County Assembly Service Board in line with the approved scheme of service and the Assembly's organizational structure wishes to recruit candidates to the following positions **internally**:-

1. Deputy Clerk – Legislative, Legal and Procedures Services
CASB 2(JG S)
2. Deputy Clerk – Administration
CASB 2 (JG S)
3. Director – Legislative, procedures and committee services CASB 3 (JG R)
4. Director – Human Resource and Administration
CASB – 3 (JG R)
5. Assistant Director Research/M&E, PR – CASB 5 (JG P)
6. Principal Clerk Assistant committee services – CASB 6 (JG N)
7. Principal Internal Auditor – CASB 6 (JG N)
8. Principal Fiscal Analyst – CASB 6 (JG N)
9. Principal Hansard Reporter – CASB 6 (JG N)
10. Principal ICT Officer – CASB 6 (JG N)
11. Principal Accountant - CABS 6 (JG N)
- 12 Principal Research Officer CABS 6 (JG N)
13. Trasport Officer I – CASB 7 (JG M)




[Handwritten signature]

14. Senior Clerk Assistant CABS 8 (JG L)
15. Senior Communications/P R/Media Officer – CASB 8 (JG L)
16. Senior Records Management Officer – CASB 8 (JG L)
17. Senior Hansard Reporter CASB 8 (JG L)
18. Senior Supply Chain management CASB 8 (JG L)
19. Senior Accountant – CASB 8 (JG L)
20. Principal Driver – CASB 8 (JG L)
21. Senior Driver - CASB 9 (JG K)
22. ICT Officer - CASB 9 (JG K)
23. Driver I - CASB 10 (JG J)

Please visit our website **www. <https://kerichoassembly.go.ke/>** to get the job application requirements.

The applications should be received on or before **Monday 9th June 2025** at **5.00P.M.**


Martin Epus
Secretary
County Assembly Service Board



COUNTY ASSEMBLY OF KERICHO

INTERNAL ADVERTISEMENT 2025

S/NO	POSITION	GRADE	NO OF VACANCIES	REQUIREMENTS
1	Deputy clerk Adm	S	1	<p>(i) Served in a similar or in an equivalent position for cumulative period of ten (10) years in the public service or private institution;</p> <p>(ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;</p> <p>(iii) A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;</p> <p>(iv) A certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;</p> <p>(v) Membership to a professional body;</p> <p>(vi) Proficiency in computer application skills; and</p> <p>(vii) Demonstrated integrity and professional competence as reflected in work performance and results.</p>

2	Deputy Clerk Legislative, Legal and Procedural Services	S	1	<p>(viii) Served in a similar or in an equivalent position for cumulative period of ten (10) years in the public service or private institution;</p> <p>(ix) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;</p> <p>(x) A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;</p> <p>(xi) A certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;</p> <p>(xii) Membership to a professional body;</p> <p>(xiii) Proficiency in computer application skills; and</p> <p>(xiv) Demonstrated integrity and professional competence as reflected in work performance and results.</p>
3	Director committee and procedural service Legislative	R	1	<p>(i) Served in a similar or in an equivalent position for cumulative period of ten (10) years in the public service or private institution;</p> <p>(ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;</p> <p>(iii) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;</p> <p>(iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;</p> <p>(v) Extensive knowledge of parliamentary procedures;</p> <p>(vi) Demonstrated professional competence as reflected in work performance and results.</p>

4	Director HR /ADM	R	1	<ul style="list-style-type: none"> (i) Served in a similar or in an equivalent position for 10 commutative years in private or public institution, (ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution; (iii) A certificate in a management course lasting not less than four (4) weeks from a recognized institution; (iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution; (v) Membership to the Institute of Human Resource Management. (vi) Demonstrated a thorough understanding of national goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes.
				(vii)
5	Assistant Director Research /M.E/PR/Library	P	3	<ul style="list-style-type: none"> (i) Served in the grade of Principal Communications / Media Relations Officer for a minimum period of three (3) years; (ii) A Bachelor's degree in any of the Relevant field or any other equivalent qualification from a recognized institution; (iii) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution; (iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution; (v) Registration with a relevant professional body with membership of good standing; and (vi) Demonstrated professional competence and administrative capability in work performance and results.

6	Principal clerk Assistant committee services	N	4	<ul style="list-style-type: none"> (i) Served in the grade of Senior Clerk Assistant I or in a similar position for a minimum period of three (3) years; (ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution; (iii) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution; (iv) Extensive knowledge of parliamentary procedures; (v) Demonstrated professional competence as reflected in work performance and results
7	Principal Internal Auditor	N	1	<ul style="list-style-type: none"> (i) Served in the grade of Chief Internal Auditor or in a similar position for a minimum period of three (3) years; (ii) A Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution; (iii) A Certified Public Accountant (CPA-K) or equivalent qualifications; (iv) A Certificate in a management course lasting for not less than four (4) weeks from a recognized institution; (v) A Certificate in leadership course lasting for not less than six (6) weeks from a recognized institution; (vi) Membership to a recognized professional body and of good standing; (vii) Demonstrated professional competence as reflected in work performance and results.
8	Principal Fiscal Analyst	N	1	<ul style="list-style-type: none"> (i) Have served in the grade of Senior Fiscal Analyst or in a similar position for a minimum period of three (3) years; (ii) Have a Bachelor's degree in Economics or its equivalent from a recognized University; (iii) A certificate in a senior management course lasting not less than four (4) weeks from a recognized institution; (iv) Good understanding of County and national budgetary process and public fiscal policies; (v) Be a team player with good communication and interpersonal skills.

9	Principal Hunsard Reporter	N	1	<p>(i) Served in the grade of Chief Hansard Reporter or in a similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's degree in any of the following disciplines:- Mass Communication, Education or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;</p> <p>(iii) A Certificate in management from a recognized institution lasting not less than four (4) weeks;</p> <p>(iv) A Certificate in leadership from a recognized institution lasting not less than six (6) weeks;</p> <p>(v) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business;</p> <p>(vi) Demonstrated professional competence as reflected in work performance</p>
10	Principal ICT Officer	N	1	<p>(i) Served in the grade of Senior ICT Officer or in a similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's degree in any of the following disciplines:- Computer Science, Information Technology, Software Engineering or any other equivalent qualification from recognized institution;</p> <p>(iii) Attended a senior management course lasting not less than four (4) weeks in a recognized institution;</p> <p>(iv) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification;</p> <p>(v) Membership of good standing to a relevant professional body;</p> <p>(vi) Extensive knowledge of parliamentary information systems; and</p> <p>(vii) Shown merit and ability as reflected in the work performance and results.</p>
11	Principal Accountant	N	1	<p>(i) Served in the grade of Senior Accountant or in a similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution.</p> <p>(iii) A Certified Public Accountant (CPA-K) or its equivalent from a recognized institution;</p>

				<p>(iv) A Certificate in a management course lasting not less than four (4) weeks from arecognized institution;</p> <p>(v) A Certificate in a leadership course lasting not less than six (6) weeks from arecognized institution; and</p> <p>Shown merit and ability in work performance and results</p>
12	Principal Research officer	N	1	<p>(i) Served in the grade of Chief Research Officer or an equivalent position in a recognized institution for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education International Trade/Commerce and other Social Science related fields;</p> <p>(iii) Attended a management course lasting at least four (4) weeks from a recognized institution;</p> <p>(iv) A thorough demonstrable knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write reports in a clear, concise and understandable manner;</p> <p>(v) An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the Assembly; and</p> <p>(vi) Demonstrated outstanding administrative/managerial capability in the organization of the research services.</p>
13	Transport Officer I	M	1	<p>(i) Served in the grade of Transport Officer III or in a similar position for a minimum period of three (3) years;</p> <p>A Diploma in Logistics Management, Fleet Management, Transport Economics, Motor Vehicle Engineering or its equivalent from a recognized institution</p>
14	Senior Clerk Assistant	L	1	<p>(i) Served in the grade of First Clerk Assistant or in similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;</p> <p>(iii) Attended a supervisory skills course lasting not less than two (2) weeks from a recognized institution;</p> <p>(iv) Shown merit and ability as reflected in the work performance and result.</p>

15	Senior Communication and media officer	L	1	<p>(i) Served in the grade of Communications/Media Relations Officer I or in a similar position for a minimum period of three (3) years;</p> <p>(ii) Have a Bachelor's degree in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field;</p> <p>(iii) A Certificate in a supervisory skills course lasting at least two (2) weeks from a recognized institution.</p>
16	Senior Records Management officer	L	1	<p>(i) Served in the grade of Records Management officer I or in a similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;</p> <p>(iii) A Certificate in supervision lasting not less than two (2) weeks from a recognized institution; and</p> <p>(iv) Shown merit and ability as reflected in work performance and results.</p>
17	Senior Hansard Reporter	L	1	<p>(i) Served in the grade of Hansard Reporter I or in a similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's degree in any of the following disciplines:- Journalism, Mass Communication, Education or Linguistics majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;</p> <p>(iii) A Certificate in a supervision course lasting at least two (2) weeks from a recognized institution;</p> <p>(iv) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business; and</p> <p>(v) Demonstrated professional competence as reflected in work performance.</p>
18	Senior Supply Chain Mgt	L	2	<p>(i) Served in the grade of Supply Chain Management Officer I or in a similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's degree in any of the following disciplines:-Supply Chain</p>

				<p>Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualifications from a recognized institution;</p> <p>(iii) Possession of a relevant professional qualification;</p> <p>(iv) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;</p> <p>(v) Must be registered with a professional body; and</p> <p>(vi) Demonstrated professional competence in work performance.</p>
19	Senior Accountant	L	1	<p>(i) Served in the grade of Accountant I or in a similar position for a minimum period of three (3) years;</p> <p>(ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution.</p> <p>(iii) A Certified Public Accountant (CPA-K) or its equivalent from a recognized institution;</p> <p>(iv) A Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;</p> <p>(v) Shown merit and ability in work performance and results.</p>
20	Principal Driver	L	2	<p>(i) Served in the grade of Chief Driver or in an equivalent position for a minimum period of three (3) years;</p> <p>(ii) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;</p> <p>(iii) Defensive driving certificate from Automobile association (AA) of Kenya or its equivalent qualification from a recognized Institution;</p> <p>(iv) Passed the Suitability Test for Drivers Grade I;</p> <p>(v) 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;</p> <p>(vi) A Valid Certificate of Good Conduct; and</p> <p>(vii) Demonstrated integrity and professional competence as reflected in work performance and results</p>

21	Senior Driver	K	5	<ul style="list-style-type: none"> (i) Served in the grade of Driver I or in an equivalent position for a minimum period of three (3) years; (ii) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive; (iii) Defensive driving certificate from Automobile association (AA) of Kenya or its equivalent qualification from a recognized Institution; (iv) Passed the Suitability Test for Drivers Grade I; (v) 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; (vi) A Valid Certificate of Good Conduct; and (vii) Demonstrated integrity and professional competence as reflected in work performance and results.
22	ICT Officer	K	1	<ul style="list-style-type: none"> (i) Served in the grade of ICT Officer II or in a similar position for a minimum period of three (3) years; (ii) A Bachelor's degree in any of the following disciplines:- Computer Science, Information Technology, Software Engineering or any other equivalent qualification from recognized institution; (iii) Membership of good standing to a relevant professional body; (iv) Shown merit and ability as reflected in the work performance and results.
23	Driver I	J	1	<ul style="list-style-type: none"> (i) Served in the grade of Driver II or in a similar position for a minimum period of three (3) years; (ii) A Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive; (iii) A Certificate in Defensive driving from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution; (iv) Passed the Suitability Test for Drivers Grade II; (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;

				(vi) A Valid Certificate of Good Conduct; and (vii) Shown merit and ability as reflected in work performance and results.
	TOTAL		34	