



**NYANDARUA COUNTY ASSEMBLY  
COUNTY ASSEMBLY SERVICE BOARD**

Office Tel: 020-2195542  
P.O. Box 720-20303- OL KALOU

Building: Former Ol Kalou Town Council  
Email: [nyandaruaassembly@gmail.com](mailto:nyandaruaassembly@gmail.com)

**Vacancies (Re-advertisement)**

Nyandarua County Assembly Service Board invites applications from suitably qualified Kenya Citizens to fill the following Vacant Positions.

**DEPUTY CLERK NYACASB (11) – ONE POSITION**

**a) Duties and responsibilities**

- i. General supervision of all departments
- ii. External relations including international, inter-county assemblies' relations, conferences and protocol affairs.
- iii. Enhancing public understanding and knowledge of the work of the county assembly, increasing public accessibility, awareness of the operations.
- iv. Offering procedural advice to Mr. Speaker, other presiding officers and members of the county assembly as required and overseeing the proceedings of the house.
- v. Preparation presentation of orientation of orientation programs for newly elected members of the county assembly.
- vi. Any other duty as may be assigned by the clerk.

**b) Requirements for appointments**

- i. Meritoriously executed supervisory duties and responsibilities in a related organization for at least three (3) years.
- ii. Served and shown proven and enduring flair for parliamentary procedures and practice and have a wide experience on the role, functions and operation of legislature or local authority through exhaustive service in all spheres of a legislative body.
- iii. Attended a senior management course from a recognized body.
- iv. A degree in a relevant field from a recognized university in Kenya.
- v. Legal back ground will be an added advantage.

**PRINCIPAL LEGAL COUNSEL NYACASB (9) – ONE POST**

**a) Duties and responsibilities**

- i. Drafting of private members bills.
- ii. Drafting of amendments to bills to be proposed to the assembly by any member of the assembly or any committee of the assembly.
- iii. Giving legal interpretations of acts and bills and generally giving legal advice on matters relating to the county assembly.
- iv. Providing legal advice to the county assembly, assembly committees, the speaker, the county assembly service board, individual members and the clerk.
- v. Ensuring that bills passed by the county assembly comply with the constitution.
- vi. Liaising with the office of the county attorney on litigation on matters involving the county assembly.
- vii. Legal representation of the county assembly and the county assembly service board in court proceedings.
- viii. Any other duty as may be assigned by the assembly through the clerk.

**b) Requirements for appointment**

- i. Have a law degree from a recognized university in Kenya.
- ii. Have at least three years working relevant experience.
- iii. Be admitted as an advocate in the high court of Kenya.
- iv. Be registered as a commissioner of oaths.
- v. Be in a possession of a current practicing certificate.
- vi. Have proficiency in the use of basic computer applications.

**MAINTENANCE TECHNICIAN NYACASB (8) – ONE POST**

**a) Duties and responsibilities**

The maintenance technician will be responsible for all works and maintenance of buildings in the county assembly service, including leasing and maintenance of ward offices and will specifically be responsible to the clerk for:-

- i. Construction works of buildings including walls, joinery, masonry, architectural fittings, furniture, roofs painting and car parking among others.
- ii. Maintenance of buildings including walls, joinery, masonry, architectural fittings. Furniture, roofs painting and car parks.
- iii. Training of all staff on responsible use of buildings and fittings.
- iv. Supervise and co-ordinate casuals assigned various works assignments.
- v. Any other duty as may be assigned by the clerk.

**b) Requirements for appointment**

- i. A minimum of a diploma in civil engineering or building construction.
- ii. Have a wide experience in all areas of building construction and maintenance.
- iii. Ability of work planning.

**HANSARD EDITOR NYACASB (9) – ONE POST**

**a) Duties and responsibilities**

- i. Responsible for co-ordination and production of the Hansard (official record of the county assembly).
- ii. Editing transcribed records, processing manuscripts and preparing accurate drafts.
- iii. Maintaining a consistent and accurate Hansard publishing format.
- iv. Development and maintenance of policies, rules, standards and procedures governing Hansard production.
- v. Maintaining links with government ministries/departments, the public media and other commonwealth editors associations and unions.
- vi. Any other duty as may be assigned by the clerk.

**b) Requirements for appointment**

- i. Minimum of three (3) years work experience as a Hansard reporter 1. Or
- ii. Three (3) years experience in publishing in the public sector or in a news paper with National circulation.
- iii. Demonstrate knowledge and application of the legislative standing orders and functional roles of legislative committees.
- iv. Demonstrate management and organizational skills.
- v. A bachelor's degree in communication/languages or in social sciences with a c+ in English /Swahili.

**Application criteria**

1. Persons interested in filling the above positions should submit Applications in own hand writing accompanied by two page Curriculum Vitae, certified copies of relevant academic and professional certificates, national identity card or passport and any other relevant documents.
2. In addition, applicants for the deputy clerk should submit certificate of clearance from ethics and ant-corruption commission, higher education loans board, criminal investigation department and the Kenya revenue authority as part of compliance with chapter six of the constitution of Kenya 2010. All applicants should clearly indicate the position applied for in the reference line and be addressed to:

**The Secretary,  
County Assembly Service Board,  
County Assembly of Nyandarua  
P. O. Box 720-20303,  
Olkalou**

Or on hand delivery to the office of the Clerk of County Assembly located at the premises of the former Olkalou Town Council opposite Olkalou Police Station so as to reach her not later than **2<sup>nd</sup> May 2014.**

Only shortlisted candidates will be contacted.