



# REPUBLIC OF KENYA NYANDARUA COUNTY ASSEMBLY OFFICE OF THE CLERK



P.O. Box 720-20303, OL KALOU, Office Tel: 0706 116880, Building: Former Ol Kalou Town Council  
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## VACANCY

**NYANDARUA COUNTY ASSEMBLY SERVICE BOARD INVITES APPLICATIONS FROM SUITABLY QUALIFIED KENYANS TO FILL THE FOLLOWING VACANT POSITION:**

### CLERK OF COUNTY ASSEMBLY (NYACASB 12) ONE (1) POSITION

#### Duties and Responsibilities

- i. The Administrative head of the County Assembly;
- ii. The Accounting Officer/ Authorized Officer for the County Assembly
- iii. Secretary to the County Assembly Service Board;
- iv. Responsible for implementation of all policy decisions of the County Assembly Service Board;
- v. Responsible for enhancing public understanding and knowledge of the work of the County Assembly and increasing public accessibility;
- vi. The Principal Adviser on all legislative procedures, practices, conventions and traditions to the Speaker of the County Assembly, other Presiding Officers and to all Honorable Members of the County Assembly;
- vii. 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 Assembly;
- viii. Responsible for marshaling all legislative measures passed by the County Assembly; and
- ix. Development planning and institutional strategy.

#### Minimum Requirements for Appointment

Pursuant to the provisions of Section 13 of the County Governments Act No. 17 of 2012, a person shall not be qualified for appointment as a Clerk of the County Assembly unless such person:

- i. Is a citizen of Kenya;
- ii. Holds a degree from a university recognized in Kenya or its equivalent;
- iii. Has at least five years relevant professional experience;
- iv. Meets the requirements of leadership and integrity set out in Chapter six of the Constitution;
- v. Has obtained the approval of the County Assembly upon a recommendation of the County Assembly Service Board
- vi. Hands on experience on matters of devolution and in particular the operations and functions of the County Assembly shall be an added advantage

**NB:** Kindly be advised that applicants pursuant to our advertisement of 20<sup>th</sup> September 2016, need not reapply for the position.

Nyandarua County Assembly is an equal opportunity employer and persons with disability are encouraged to apply.

All applications should be addressed to:

**The Secretary,  
County Assembly Service Board,  
Nyandarua County Assembly,  
P. O. Box 720 – 20303, OL KALOU.**

Or be hand delivered to the Office of the Clerk, located at the former Ol Kalou Town Council, opposite Ol Kalou Police Station, so as to reach us not later than **13<sup>th</sup> December 2016**. Only shortlisted candidates will be contacted.