



REPUBLIC OF KENYA
NYANDARUA COUNTY ASSEMBLY
OFFICE OF THE CLERK



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NYANDARUA COUNTY ASSEMBLY BOARD INVITES APPLICATIONS FROM SUITABLY QUALIFIED KENYANS TO FILL THE FOLLOWING VACANT POSTS.

1. Senior Budget and Planning Officer I (NYACASB 9) One (1) post

a. Duties and responsibilities

- i. Preparing annual budget estimates and related economic analysis;
- ii. Determining aggregate expenditure and maintaining real time budget vote book;
- iii. Controlling expenditure as per the budget lines;
- iv. Preparing expenditure reports and analysis;
- v. Budget forecasting;
- vi. Compiling and monitoring departmental work plans;
- vii. Reconciling Integrated Financial Management Information System (IFMIS) reports and statements;
- viii. Undertaking assigned responsibilities within IFMIS and Internet Banking system;
- ix. verifying compliance of payment vouchers to the laid rules and procedures;
- x. General accounting work including book-keeping and routine accounting entries;
- xi. Enforcing compliance with statutory deductions and tax obligations in all Assembly's transactions ;
- xii. Preparing procurement plans; and
- xiii. Performing any other duties that may be assigned by the supervisor.

b. Minimum requirements for appointment

- i. A bachelor's degree in economics from a university recognized in Kenya;
- ii. A certified public accountant (Kenya);
- iii. Demonstrable knowledge and understanding of Kenya's public budgeting process including preparing procurement plans;
- iv. Demonstrable knowledge and understanding of Kenya's taxation laws and practices; and
- v. Computer literacy particularly in excel spreadsheet and word processing

2. Information Communication Technology (ICT) Officer I (NYACASB7) One (1) post

a. Duties and Responsibilities

- i. Analyzing , designing , coding and testing of ICT systems including programs development and debugging;
- ii. Installing and implementing of computer programs including system analysis;
- iii. Providing user support and training;
- iv. Receiving , installing and certifying ICT equipment;
- v. Maintaining ICT systems;
- vi. Repairing and maintaining of ICT equipment and associated peripherals;
- vii. Web designing and network administration;
- viii. Performing any other duty that may be assigned by the supervisor;

b. Minimum requirements for appointment

- i. A Bachelor's degree in computer science , information technology or information system, from a university that is recognized in Kenya; and
- ii. Demonstrated knowledge in ICT field supported by a minimum of two years' experience;
- iii. Membership to a recognized ICT related professional body will be an added advantage;

3. Accountant Officer II (NYACASB 6) One (1) post

a. Duties and Responsibilities

- i. Collation of financial statements;
- ii. Verification of payments vouchers in accordance with the laid down rules and regulations;
- iii. General accounting works including book-keeping ;
- iv. Determination of aggregate expenditure and vote –book keeping;
- v. Control of expenditure as per the budget lines; and
- vi. Any other duties that may be assigned by the supervisor.

b. Minimum requirements for appointment

- i. Certified Public Accounts(Kenya) Part III; or
- ii. A Diploma in Commerce, (Accounting option) from KASNEB.
- iii. Demonstrated knowledge in accounting supported by two years' experience in accounting; and
- iv. Computer literacy particularly in spreadsheets and accounting packages.

4. Procurement Officer II (NYACASB 6) One (1) Post

a. Duties and Responsibilities

- i. Circulation of tender documents and quotations;
- ii. Tracking procurement assignments;
- iii. Store inspection;
- iv. Receiving and processing departmental requisitions;
- v. Carrying out periodic market surveys;

b. Minimum requirements for appointment

- i. Diploma in purchasing and supplies management from an institution or university recognized in Kenya;

- ii. Membership to a recognized procurement professional body;
- iii. Proficiency in computer applications;
- iv. Demonstrate knowledge and experience in public assets and services; procurement and disposal.

5. Human Resource Officer I (NYACASB7) One (1) Post

a. Duties and Responsibilities

- i. Staff development within the framework of the existing human resource management policies and regulations;
- ii. Providing guidance and advice on appropriate application of human resource management matters;
- iii. Managing the payroll and submission of statutory deductions;
- iv. Coordinating and supervising human resource related activities; and
- v. Performing any other duties that may be assigned by the supervisor.

b. Minimum requirements for appointment

- i. A Bachelor's degree in any social science or human resource management, from a university recognized in Kenya;
- ii. At least three years' experience in a related position; and
- iii. Demonstrable knowledge on human resource management.
- iv. A qualification in accounting will be an added advantage.

6. Senior Secretary II (NYACASB 8) One (1) post

- a. An officer at this level will be deployed at the office of the Speaker or any other work station as the Board may decide from time to time; and shall be responsible for –
 - i. Organizing and maintaining the diary of the Speaker;
 - ii. Typing from drafts, manuscripts and processing data;
 - iii. Managing communication to and from the office of the Speaker;
 - iv. Managing and attending visitors to the office of the Speaker including managing visitors appointments;
 - v. Ensuring safety of office records, documents and equipment including classified materials;
 - vi. Supervising junior personnel assigned to the office of the Speaker; and
 - vii. Performing any other duty that may be assigned from time to time.

b. Minimum requirements for appointment

- i. A bachelor's degree in secretarial studies or business and office management; or their equivalent, from a university recognized in Kenya;
- j. Served in the grade of a personal secretary or any other relevant and comparable position for a minimum of three years; and
- k. Demonstrable knowledge in the area of operation including parliamentary protocol.

7. Driver II(NYACASB4) Two (2) posts

a. Duties and responsibilities

- i. Driving authorized motor vehicles;
- ii. Maintaining of works tickets for the assigned vehicles;

- iii. Detecting and reporting malfunctioning of the assigned motor vehicles;
- iv. Maintaining cleanliness of the assigned vehicles;
- v. Ensuring security and safety of the assigned vehicle both on and off the roads;
- vi. Carrying out routine checks on the vehicle's cooling, oil, and brake systems and tyre pressure;
- vii. Ensuring safety of authorized passengers and /or goods; and
- viii. Performing such other duty as may be assigned by the supervisor.

b) Minimum requirements for Appointment

- i) Served as Driver 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 at least BCE;
- iii) Passed the Occupational Test for Drivers;
- iv) KCSE or O'level qualifications; and
- v) Demonstrate knowledge on basic maintenance of motor vehicles.

8. Artisan officer II (NYACASB 6) One (1) post

a. Duties and responsibilities

- i. Managing maintenance and improvement works in the Assembly;
- ii. Maintaining office equipment; and
- iii. Maintaining general orderliness and cleanliness in the organization

b. Minimum requirements for appointment

- i. Government Trade Test Certificate Grade II in the relevant trade area;
- ii. KCSE or O,level qualifications; and
- iii. Demonstrable knowledge of the working as a general artisan.

9. Hansard Reporter I (NYACASB 7) One (I) post

a. Duties and responsibilities

- i. Undertaking independent verbatim reporting of the county assembly proceedings and those of relevant committees within or outside the county assembly;
- ii. Preparing Hansard transcripts for editing;
- iii. Proof reading scripts from fellow officers for necessary amendments;
- iv. Assisting in classifying, custody, archiving, retrieval and cross checking of Hansard documents against references; and
- v. Performing such other duties as may be assigned by the supervisor.

b. Minimum qualifications for appointment

- i. A bachelor's degree in linguistics or education majoring in English, Kiswahili from a university recognized in Kenya; or
- ii. A bachelor's degree in any social science plus at least a C+ both in Kiswahili and English in Kenya Secondary Education Examination or its equivalent ;or
- iii. A national diploma in secretarial studies (KNEC) with typing II(40.w.p.m) , shorthand III ,audio typing I and II will be an added advantage;
- iv. Demonstrable knowledge on the working of the Hansard reporting and legislative proceedings and committee systems; and
- v. Excellent computer skills particularly in word processing.

Persons interested in filling the above positions should submit applications in own hand writing accompanied by a two page curriculum vitae, certified copies of relevant academic and professional certificates, national identity card or passport and any other relevant documents. Nyandarua County assembly is an equal opportunity employer and persons with disability are encouraged to apply.

All applicants should clearly indicate the position applied for in the reference line and be addressed to;

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

Or be hand delivered to the office of the Clerk County Assembly of Nyandarua located at the premises of the former Olkalou town council opposite Olkalou police station so as to reach him not later than 4th July 2016, only the shortlisted candidates will be contacted.