

NAIROBI CITY COUNTY ASSEMBLY

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Telephone 0700330846



Email: speaker@nairobiassembly.go.ke
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NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD

VACANCY

In compliance with a Court Order dated 4th June, 2020 by the Employment and Labor Relations Court, Nairobi; the Nairobi City County Assembly Service Board does hereby call for applications to fill the vacancy in the office of the Clerk.

Pursuant to section 18 of the County Assembly Services Act, 2017, the nomination of a person for appointment as a Clerk of the County Assembly under Section 13 of the County Governments Act, 2012, shall be done through an open, transparent and competitive recruitment process. The Nairobi City County Assembly has never recruited a Substantive Clerk to the County Assembly since inception in 2013. Consequently, the Nairobi City County Assembly Service Board invites applications from suitably qualified Kenyan citizens to fill the following position on permanent and pensionable terms.

CLERK OF THE COUNTY ASSEMBLY & SECRETARY TO THE COUNTY ASSEMBLY SERVICE BOARD

Reporting to the Board, the Clerk shall be the Administrative Head of the County Assembly and the Principal Advisor on all County Assembly procedures.

APPLICATION CRITERIA

Persons interested in filling the above position should submit applications accompanied by eight copies of Curriculum Vitae, certified copies of relevant Academic and Professional Certificates, National Identity Card or Passport and other relevant supporting documents.

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants **MUST** obtain and submit the following:

- Tax compliance certificate from Kenya Revenue Authority;
- Clearance/Compliance certificate from Higher Education Loans Board;
- Clearance certificate from Ethics and Anti-Corruption Commission;
- Certificate of Good Conduct from Criminal investigation Department; (Payment receipts for Certificate of Good conduct will be considered)
- Clearance Certificate from a recognized Credit Reference Bureau.
- Commission for Higher Education (applicable to those with foreign degrees only)

All applications should clearly be marked to;

**The Chairperson,
Nairobi City County Assembly Service Board,
P.O. Box 45844– 00100,
Nairobi.**

Or hand delivered to the office of the **Speaker/Chairperson of the Nairobi City County Assembly Service Board, City Hall Building, 1st Floor, Room 182, Nairobi** or by email speaker@nairobiassembly.go.ke to be received on or before **Monday 13th July, 2020 at 5.00 pm.**

A detailed job description and minimum requirements for consideration for this position can be accessed on our website: www.nairobiassembly.go.ke

Nairobi City County Assembly is an equal opportunity employer, canvassing will lead to automatic disqualification. The current office holder is encouraged to apply.

CLERK TO THE COUNTY ASSEMBLY (ONE POSITION) – CASB SCALE '13'/JOB GROUP 'T'

The Clerk of the Assembly is the Chief Administrative Officer of the County Assembly and is responsible for the day-to-day management and functioning of the County Assembly. The Clerk also serves as the Secretary to the County Assembly Service Board and is responsible to the Chairperson of the Board and the Board for the general working and efficient conduct of business of the Service.

Duties and responsibilities of the Clerk include;

- He or she is the Accounting Officer and Authorized Officer of the County Assembly and Secretary to the County Assembly Service Board;
- Offers professional and impartial advice on parliamentary practice and procedure to the Speaker, Deputy Speaker, other presiding officers (Members of the Speaker's Panel) and Members of County Assembly to ensure that parliamentary procedures are adhered to and, order and decorum are consistently maintained and enforced while transacting business in the Assembly;
- Responsible for all financial and administrative services of the Assembly to ensure smooth flow of operations;
- Overall management of the staff of the County Assembly pursuant to Section 13 of the County Government Act, 2012 and Section 19 of the County Assembly Services Act, 2017.
- Oversee the development and implementation of the CASB Strategic Plan and annual work plans for the Assembly to ensure the progressive realization of the objectives of the Assembly and the CASB to enhance service delivery;
- Responsible for monitoring, evaluating and overseeing the overall management of the public finances for the CASB to ensure prudent use of funds;
- Oversees and is responsible for enhancing the public understanding and knowledge of the work of the Assembly to promote effective and efficient service delivery;
- Coordinates and maintains external relations of the Assembly, including international relations and inter-parliamentary relations;
- Oversees and is responsible for the overall security of the Assembly;
- Responsible for the development and implementation of a Leadership and Integrity Code;
- Oversee and coordinate capacity building programmes for legislators to enable them effectively discharge their constitutional mandates;
- Ensuring staff compliance with public service values, principles and ethics; and
- The performance of such other duties as may be assigned by the Board or any other written law.

Requirements for Appointment

- Kenyan Citizenship;
- A Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a university recognized in Kenya;
- A Master's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution will be an added advantage.
- Has a minimum of 15 years relevant professional experience in public service of which 5 years should be at a senior administrative management level;
- Has had at least five years of experience in Commonwealth parliamentary practice and should be well versed with parliamentary procedures;
- Meets the requirements of leadership and integrity set out in Chapter Six of the Constitution;
- Proficiency in computer applications;
- Demonstrated merit and ability as reflected in work performance and results;
- Demonstration of managerial, administrative, integrity and professional competence in work performance and results and exhibited a thorough understanding of national Goals, policies and objectives; and
- A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.
- Membership to a professional body or association in good standing

**Chairperson,
Nairobi City County Assembly Service Board
Dated: Monday, 29th June 2020**



NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD

APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form as appropriate in **BLOCK** letters and submit to the Secretary, Nairobi City County Assembly Service Board, P.O.BOX 45844, 00100 NAIROBI, KENYA. www.nairobiassembly.go.ke or clerk@nairobiassembly.go.ke (Do not attach copies of certificates and testimonials).

1. Vacancy Applied For

Vacancy/Post: Vacancy No:

Department:

2. Personal Details of the Applicant

Name: Title:
(Surname) First Name Other Name(s): (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth: ID No: PIN.NO: Gender: Male ☐ Female ☐
(dd-mm-yyyy)

Nationality: Ethnicity: Home County:

Sub County: Constituency:

Postal Address: Code: Town/City:

Telephone No: Mobile No: E-mail address:

Name of alternative contact person: Telephone No:

Are you living with a disability? Yes ☐ No ☐

If yes, give;

(i) Details/Nature of Disability:

(ii) Details of Registration with the National Council for People with Disabilities (Registration No. and date):

3. Applicants in the Public Service only

Department: Station:

Personal/Employment No: Present Substantive Post:

Job group/Scale/Grade: Date of Current Appointment (dd-mm-yyyy):

Upgraded post (where applicable): effective date of previous appointment:
(dd-mm-yyyy)

On Secondment (where applicable): Organisation: Designation: Job Group/Grade:

Terms of Service: ☐ Permanent & Pensionable ☐ Contract Other, Please specify:

4. All other Applicants

Current employer (where applicable): Position held:

Effective date: Gross Salary (monthly) Ksh.
(dd-mm-yyyy)

5. Other Personal Details

Have you ever been convicted of any criminal offence or a subject of probation order? Yes ☐ No ☐

If Yes, state nature of offence, the year and duration of conviction

Have you ever been dismissed or otherwise removed from employment? Yes ☐ No ☐

If Yes, State reason (s) for dismissal/removal.....effective date.....
(dd-mm-yyyy)

(Declaring the above information will not necessarily debar an applicant from employment in the Public Service. Each case will be considered on its own merit)

6 Academic Qualifications. (Starting with the Highest)

Year		University/ High School	Award/Attainment (e.g. Masters, Bachelors, Degree, KCSE)	Course/Programme (e.g. PhD, MSc, BA, O'Level)	Specialization/Subject (e. g Econ, Maths, Sociology e.t.c)	Class/Grade
From	To					

7 Professional/Technical Qualifications/Certifications Relevant to the post. (Starting with the Highest)

Year		Institution	Award/Attainment (e.g. Higher Diploma, Diploma, Certificate)	Specialization/Subject (e. g Human Resource, Engineering, Counselling e.t.c)	Class/Grade
From	To				

8 Relevant Courses and Training attended Lasting not Less than One (1) Week

Year	University/College/Institution	Name of Course	Details and duration

Current Registration/Membership to Professional Bodies

Professional Body	Membership/Registration No.	Membership type (e.g. Associate, Full etc)	Date of Renewal

Employment Details - where applicable (starting with the current or most recent)

Year		Designation/ Position	Job Group/Grade /Scale Gross Monthly Salary (Ksh.)	Ministry/State Department/ Institution/ Organization
From (dd-mm-yyyy)	To (dd-mm-yyyy)			

11. Briefly state your current duties, responsibilities and assignments (if any)

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12. Please give details of your abilities, skills and experience which you consider relevant to the position applied for. This information may include an outline of your most recent achievements and your reasons for applying for this post.

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Referees (people who have interacted with you professionally)

1. Full Name:.....
Occupation:.....
Address:.....Post Code:.....City/Town:
Mobile No:..... E-mail address:.....
Period for which the referee has known you:.....

2. Full Name:.....
Occupation:.....
Address:..... Post Code:.....City/Town:
Mobile No:..... E-mail address:.....
Period for which the referee has known you:.....

13. Declaration

I certify that the particulars given on this form are correct and understand that any incorrect /misleading information may lead to disqualification and/or legal action.

Date:
(dd-mm-yyyy)

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Signature of the Applicant