

NAIROBI CITY COUNTY ASSEMBLY

Clerk's Chamber
Nairobi City County Assembly Room
281, City Hall
P.O Box 48544-00100
NAIROBI



Tel 020-341021

COUNTY ASSEMBLY SERVICE BOARD

Job Descriptions and Specifications VACANCIES

The Nairobi City County Assembly wishes to recruit staff for the vacancies listed below in NCCASB scales 5 to 10. Persons interested in filling the positions should: -

1. Submit applications in own handwriting accompanied by two-page Curriculum Vitae, Certified copies of relevant Academic and Professional Certificates, National Identity Card or Passport, and other relevant supporting documents.
2. In addition, submit certificates of clearance from the Ethics & Anti-corruption Commission, certificates of clearance from the Credit Reference Bureau, Higher Education Loans Board, Criminal Investigations Department and the Kenya Revenue Authority as part of compliance with Chapter Six of the Constitution of Kenya.
3. Fill the **attached** applicant's details form which should accompany the application.
4. Clearly indicate the position and advert number applied for on the envelope and address it to:

**The Clerk/ Secretary, County Assembly Service Board
Nairobi City County Assembly
PO BOX 45844-00100,
NAIROBI**

5. The application should be hand delivered to the Office of the Clerk, Nairobi County Assembly located at **Main City Hall, 2nd floor Room 273** or emailed to **clerk@nairobiassembly.go.ke** so as to reach him not later than **10th January 2024, 5:00pm.**
6. Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

1. Hansard Reporter II (Job Group M) NCCASB-01 – TWO (2) POSITION

Duties and Responsibilities

- i) Undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/functions within or outside the County Assembly;
- ii) Preparing transcripts for editing;
- iii) Sorting, checking transcripts from fellow officers and amending as necessary;
- iv) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) A Bachelors Degree in Mass communication from a recognized university/institution;
OR,
- b) A Higher National Diploma in Secretarial Studies (KNEC) with Typing II (50 w.p.m.), short hand III, Audio-typing I and II;
- c) Have at least a C+ in both English and Kiswahili in the Kenya Certificate of Secondary Education Examination or its equivalent;
- d) Demonstrate knowledge of the workings of Hansard reporting and legislative proceedings and committee systems; and
- e) Excellent computer skills in Word Processing.

2. Audio Visual Officer II (Job Group M) NCCASB-02 – ONE (1) POSITION

Duties and responsibilities

- i) Operation of simple recording equipment;
- ii) Maintaining and operating both Public address and video display systems;
- iii) Assessing the acoustics of the performance area, assembling and operating the necessary equipment;
- iv) Recording sound on to digital audiotape or hard disk recorders;
- v) Monitoring audio signals to detect sound-quality deviations or malfunctions;
- vi) Maintaining and repairing sound equipment;
- vii) Splitting sections of audio for Hansard transcribing;

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) A Bachelors Degree in Electronic Engineering;
OR
- b) A Diploma in Telecommunication Engineering from a recognized institution

- with a minimum of three (3) years experience;
- c) Three years experience as a technical/maintenance operator; and
- d) Demonstrated merit and ability in work;

3. Principal Public Communication and Media Relations officer (Job Group Q) NCCASB-03 – ONE (1) POSITION.

Duties and Responsibilities

- (i) Overall supervision of staff in the Department;
- (ii) Overseeing development and review of public communication and media relations strategies;
- (iii) Coordinating the preparation and placement of radio and television infomercials;
- (iv) Coordinating outreach programs to open up the Assembly to the public;
- (v) Organize meeting between media owners, editors, journalists and members to ensure constant synergy;
- (vi) Sensitize members on handling media related issues;
- (vii) Overseeing corporate communications;
- (viii) Advising the Clerk of the County Assembly on the best public communication and media relations practices;
- (ix) Coordinating the management of County Assembly events;
- (x) Overseeing the designing, innovating and recommending corporate materials for building the Assembly's brand;
- (xi) Ensuring that appropriate Public feedback mechanisms are in place;
- (xii) Coordinating Assembly's advertising and publicity;
- (xiii) Coordinating the updating of the County Assembly's website content;
- (xiv) Maintaining of all public communications and media relations records;
- (xv) Managing relations with stakeholders;
- (xvi) Overseeing the provision of protocol services;
- (xvii) Overseeing the implementation of departmental training plan;
- (xviii) Appraising staff in the department;
- (xix) Coordinating preparation of departmental budget proposals and procurement plans; and
- (xx) Mentoring and coaching staff.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of Senior Public Communications & Media Relations Officer for a minimum period of three (3) years or an equivalent position;

- b) Bachelor's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication or any other equivalent and relevant qualification from a recognized institution;
- c) Master's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication or any other equivalent and relevant qualification from a recognized institution;
- d) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from recognised institution;
- e) Proficiency in computer applications;
- f) Registration with a relevant professional body; and
- g) Demonstrated professional competence and administrative capability in work performance.

4. Senior Public Communication and Media Relations officer (Job Group P) NCCASB-04 – ONE (1) POSITION.

Duties and Responsibilities

- i) Overseeing development and review of public communication and media relations strategies;
- ii) Coordinating the preparation and placement of radio and television infomercials;
- iii) Coordinating outreach programs to open up the Assembly to the public;
- iv) Organize meeting between media owners, editors, journalists and members to ensure constant synergy;
- v) Sensitize members on handling media related issues;
- vi) overseeing corporate communications;
- vii) Coordinating the management of County Assembly events;
- viii) Assisting in overseeing the designing, innovating and recommending corporate materials for building the Assembly's brand;
- ix) Coordinating the updating of the County Assembly's website content;
- x) Maintaining of all public communications and media relations records;
- xi) Assisting in preparation of departmental budget proposals and procurement plans;

Requirements for Appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of Public Communications & Media Relations Officer (I) for a minimum period of three (3) years or an equivalent position;

- b) Bachelor's Degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication or any other equivalent and relevant qualification from a recognized institution;
- c) Master's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication or any other equivalent and relevant qualification from a recognized institution;
- d) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- e) Proficiency in computer applications;
- f) Registration with a relevant professional body; and
- g) Demonstrated professional competence and administrative capability in work performance.

5. Public Communication and Media Relations Officer II (Job Group M) NCCASB-05 – ONE (1) POSITION

Duties and Responsibilities:

- i) Assisting the Public Relation Officer in addressing the communication needs of the County Assembly;
- ii) Preparation and dissemination of materials to be communicated to the public;
- iii) Participation in publishing of brochures, handbooks, fliers, CDs etc.;
- iv) Planning, developing and implementing PR strategies;
- v) Participating in press conferences, exhibitions, open days and press tours;
- vi) Fostering community relations through, such as open days and through involvement in community initiatives;

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) A Bachelors Degree in Mass Communication or Public Relations;
OR
- b) Diploma in Mass Communication or Public Relations or any other equivalent relevant qualification from a recognized institution with minimum experience of three (3) years;
- c) Have three (3) years' experience in public or private sector;
- d) Demonstrate outstanding professional competence and administrative; Management skills and sound knowledge of media/public relations and communication ability;
- e) Be competent with the use of IT as a working tool/with computer applications;
- f) Have good administrative, organization and analytical skills;
- g) Have good written and verbal communication.

6. Senior ICT Officer (Job Group P) NCCASB-06 – ONE (1) POSITION

Duties and Responsibilities

Duties and Responsibilities will entail: -

- i) Coordinating the designing, development, testing and implementation of computer applications;
- ii) Drafting of management reports;
- iii) Coordinating the customization, configuration and installation IT systems;
- iv) Coordinating the customization, configuration and installation network and telephone systems;
- v) Coordinating the customization, configuration and installation computer applications;
- vi) Coordinating the customization, configuration and installation email systems;
- vii) Coordinating the customization, configuration and installation information security system;
- viii) Providing ICT solutions to departments;
- ix) Coordinating software upgrades;
- x) Coordinating ICT systems documentation;
- xi) Coordinating implementation of ICT policies and standards; and
- xii) Training end users on Information Communication Technology matters.
- xiii) Preparing progress reports of the systems in place;
- xiv) Initiating departmental procurement process as per the approved procurement plan;
- xv) Identifying departmental training needs based on performance appraisal reports;
- xvi) Drafting departmental budget proposal;
- xvii) Mentoring and coaching staff.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of Information Communication Technology Officer I for a minimum period of three (3) years;
- b) A Bachelors Degree in any of the following disciplines: -Computer Science, Information Technology, Business Information Technology or any other equivalent and relevant qualification from recognized institution;
- c) Certificate in Microsoft Certified Systems Engineer (MCSE) or Microsoft Certified IT Professional (MCITP) or Cisco Certified Network Associate (CCNA), Network+ (N+) or A+ or programming or database management or any other equivalent and relevant qualification from a recognized Institution;
- d) Certificate in Senior Management Course lasting not less than four (4) weeks

- from a recognized institution;
- e) Registration with a relevant professional body; and
- f) Demonstrated merit and ability in work performance.

7. Chief Sergeant - At - Arms (Job Group Q) NCCASB-07 – ONE (1) POSITION

Duties and Responsibilities

The officer shall be the head of the head of the Sergeant-at-Arms Department.

Duties and responsibilities will entail: -

- (i) Overall supervision of the staff at the Department;
- (ii) Coordinating security surveys and investigations;
- (iii) Formulating, interpreting and implementing the Assembly's security, safety and disaster management policies, rules and regulations;
- (iv) Superintending the estate management functions in the Assembly premises;
- (v) Ensuring safe custody of Assembly assets and track their movement to enhance proper accountability and correct usage;
- (vi) Coordinating with other security organs for reinforcement of security;
- (vii) Advising the speaker and the Clerk on matters pertaining to security;
- (viii) Overseeing security of Members, staff and visitors within the Assembly precincts;
- (ix) Ensuring the enforcement of Speaker's rules, Standing Orders and relevant provisions of the Powers and Privileges Act;
- (x) Ensuring the enforcement of relevant institutional policies and laws to ensure decorum is observed within Assembly precincts;
- (xi) Overseeing the provision of chamber and ceremonial duties;
- (xii) Overall custodian of the mace; and
- (xiii) Ensuring compliance with occupational safety and health requirements.
- (xiv) Overseeing the implementation of departmental training plan;
- (xv) Preparation of departmental work plan, budget proposals and procurement plans; and
- (xvi) Mentoring and coaching staff.

Requirements for appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of Senior Sergeant-At- Arms or in comparable and relevant position in the public service for a minimum period of three (3) years;
- b) Bachelor's degree in Security Management and Criminology or any other equivalent and relevant qualification from a recognized Institution. A Masters s degree in Security

Management and Criminology or any other equivalent and relevant qualification from a recognized Institution will be an added advantage;

- c) Certificate in Strategic Leadership Development Programme Course lasting not less than four (4) weeks from a recognized institution;
- d) Demonstrated an understanding of relevant County Assembly procedures; and
- e) Demonstrated managerial, professional competence and administrative ability as reflected in work performance.

8. Sergeant-At-Arms I, (Job Group N) NCCASB-08 – TWO (2) POSITIONS.

Duties and responsibilities

Duties and responsibilities will entail: -

- i) Performing chamber and ceremonial duties as per the laid down guidelines;
- ii) Safeguarding the mace;
- iii) Providing safe custody for firearms;
- iv) Providing security to members and staff of the county assembly;
- v) Dissemination of relevant information to members through notice boards and pigeon holes;
- vi) Ensuring periodic servicing and maintenance of fire prevention and handling equipment;
- vii) Receiving visitors of the assembly and direct them to the respective offices in the county assembly;
- viii) Undertaking physical patrols and surveillance within the assembly precincts;
- ix) Providing liaison services for educational and study tours to the county assembly;
- x) Implementing disaster prevention and safety measures;
- xi) Providing committee support services;
- xii) Serving of summons;
- xiii) Processing chamber attendance register for payments of plenary sitting allowances;
- xiv) Manning CCTV control room;
- xv) Processing crime scenes by performing scene recognition, scene documentation and evidence collection and ensuring safe custody of all investigative records and evidence;
- xvi) Gathering information and drafting intelligence reports to inform investigations;
- xvii) Recording statements from complainants, witnesses and suspects; and
- xviii) Document all investigations to support prosecution process in court as and when required.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of Sergeant-At-Arms (II) for at least three (3) years; and
- b) Demonstrated merit and ability in work performance;
- OR.
- c) Certificate in Para-Military/Military Training from a recognized institution.
- OR.
- d) Bachelor's degree in Security Management and Criminology or any other equivalent and relevant qualification from a recognized Institution;
- e) Proficiency in computer applications;
- f) A First Aid/Firefighting certificate;
- g) Certificate of Good Conduct from the Kenya Police; and
- h) A certificate of exemplary service.

9. Sergeant-At-Arms II, (Job Group M) NCCASB-09 – ONE (1) POSITION

Duties and responsibilities

Duties and responsibilities will entail: -

- i) Undertaking Chamber and ceremonial duties;
- ii) Monitoring and reporting housekeeping matters within the Assembly;
- iii) Providing security within the County Assembly precincts and during committee tours;
- iv) Monitoring presence and movement of contracted service providers within the Assembly;
- v) Ensuring only authorized persons and motor vehicles access the County Assembly parking area;
- vi) Providing daily security briefings;
- vii) Vetting of visitors to the County Assembly;
- viii) Maintaining order when the county assembly is in session and committee meetings are in progress;
- ix) Maintaining members' records and registers in the chambers;
- x) Enforcing broadcasting rules for the press in the public gallery when the county assembly is in progress; and
- xi) Monitoring and reporting on decorum within the County Assembly precincts.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- a) Served in the grade of Commissionaire/Security Warden I for a minimum period of three (3) years; and
- b) Demonstrated merit and ability in work performance.
- OR.
- c) Certificate in Para-Military/Military Training from a recognized institution.
- OR.

- d) Bachelor's degree in Security Management and Criminology or any other equivalent and relevant qualification from a recognized Institution.
- e) Proficiency in computer applications;
- f) A First Aid/Firefighting certificate;
- g) A certificate of exemplary service; and
- h) Certificate of Good Conduct from the Kenya Police.

10.Senior Security Officer (Job Group P) NCCASB-10 – ONE (1) POSITION.

Duties and responsibilities Duties and responsibilities will entail: -

- (i) Coordinating safety and security services within the Assembly precincts;
- (ii) Coordinating performance of chamber and ceremonial duties as per the laid down guidelines;
- (iii) Carrying out periodical security surveys;
- (iv) Analyzing CCTV footages and recommending appropriate action;
- (v) Ensuring safe custody of the mace;
- (vi) Coordinating departmental committee support services;
- (vii) Coordinating security surveys and investigations;
- (viii) Coordinating the implementation, the Assembly's security, safety and disaster management policies, rules and regulations;
- (ix) Coordinating the estate management functions in the Assembly premises;
- (x) Ensuring safe custody of Assembly assets and track their movement;
- (xi) Advising the chief Sergeant -At Arms on matters pertaining to security;
- (xii) Coordinating the enforcement of Speaker's rules, Standing Orders and relevant provisions of the Powers and Privileges Act;
- (xiii) Coordinating the enforcement of relevant institutional policies and laws to ensure decorum is observed within Assembly precincts;
- (xiv) Drafting departmental procurement requisitions;
- (xv) Identifying departmental training needs based on performance appraisal reports;
- (xvi) Drafting departmental budget proposal; and
- (xvii) Mentoring and coaching staff.

Requirements for Appointment

For direct appointment to this grade, a candidate must have: -

- a) Served in the grade of Sergeant-At-Arms II for a minimum period of three (3) years;
- b) Demonstrated merit and ability in work performance.
OR.
- c) Certificate in Para-Military/Military Training from a recognized institution.
OR.

- d) Bachelor's degree in Security Management and Criminology or any other equivalent and relevant qualification from a recognized Institution;
- e) A Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- f) A certificate in firefighting and first aid;
- g) A certificate of exemplary service; and

11. Security Officer (II) (Job Group K) NCCASB-11 – FIVE (5) POSITIONS

Duties and responsibilities

- (i) Allocation of mail to MCA's Pigeon hole;
- (ii) Booking of visitors/guests at the entrances;
- (iii) Issuance of entry badges;
- (iv) Screening of strangers;
- (v) Storage of stranger's baggage;
- (vi) Prevent removal of institutional property without proper and authorized documentation;
- (vii) Provide security to the Members;
- (viii) Control of vehicular traffic/parking;
- (ix) Patrolling of car parks;
- (x) Perform periodical security night duties.

Requirements Appointment

For appointment to this grade, a candidate must:

- (i) Be in possession of KCSE Certificate or equivalent;
OR
- (ii) Have served satisfactorily in the grade of police constable, prison warden or military for a period of not less than three (3) years;
OR
- (iii) Have served satisfactorily as a Security Warden in a public or private organization for a period not less than three (3) years; and
- (iv) Have shown merit and ability in work performance and results;

12. Senior Human Resource Officer (Job Group P) NCCASB-12 – ONE (1) POSITION

Duties and Responsibilities

- i) Coordinating compensation and benefits Administration;
- ii) Preparing departmental work plans;
- iii) Preparing draft departmental budget proposals;
- iv) Drafting correspondences on board resolutions;

- v) Handling staff grievances;
- vi) Payroll Administration with knowledge in IPPD and UHR
- vii) Managing documentation and reporting of performance management processes;
- viii) Updating job descriptions;
- ix) Alternate Secretary to the Human Resource Administrative Committees;
- x) monitoring staff probation, confirmation, promotion and exit process;
- xi) providing advice on Human Resource policies and procedures;
- xii) preparation of HR management reports;
- xiii) Analysis of HR metrics for Human Resource planning and Succession management;
- xiv) monitor and supervise on - Boarding activities;
- xv) Conducting the annual training needs assessment;
- xvi) Coordinating the implementation of the training plan; and
- xvii) Preparation of correspondences.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Served in the grade of Human Resource Management Officer (I) for a minimum period of three (3) years;
- b) Bachelor's degree in Human Resource Management or any other equivalent and relevant qualification from a recognized institution;

OR

- c) Higher Diploma in Human Resource Management or its equivalent from a recognised institution with minimum experience of three (3) years;
- d) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- e) Practicing certificate from the Institute of Human Resource Management;
- f) Proficiency in computer applications; and
- g) Demonstrated managerial, administrative and professional competence in work performance.

13.Principal Records Management Officer (Job Group Q) NCCASB-13 – ONE (1) POSITION.

Duties and Responsibilities

- (i) Overall responsible for records management in the County Assembly.
- (ii) Interpret and implement record management policies and procedures;
- (iii) Develop records management systems for the storage of Assembly documents;
- (iv) Liaising with relevant departments and professional agencies on the management of the records in the Assembly;

- (v) Training and career development of the records management staff
- (vi) Coordinating and preparation for disposal schedule of records and documents in liaison with relevant government agencies;
- (vii) Coordinating the procurement process as per the approved procurement plan;
- (viii) Coordinating and Identifying unit's training needs based on performance appraisal reports; and
- (ix) Mentoring and coaching staff in Records Management Unit.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of Senior Records Management Officer or in comparable and relevant position in the public service for a minimum period of three (3) years;
- b) Bachelor's Degree in Records Management, Information Science or any of the social sciences from a recognized institution;
- c) A Master's Degree in Information Science or any of the social sciences from a recognized institution will be an added advantage;
- d) Certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from a recognized institution;
- e) Shown outstanding professional competence and administrative ability in the management of records functions
- f) Registration with relevant professional body;
- g) Clear understanding of the national development goals, policies and priorities and role of records management.

14. Records Management Officer I (Job Group N) NCCASB-14 – ONE (1) POSITION.

Duties and Responsibilities

- i) Interpret and implement record management policies;
Develop records management systems;
- ii) Ensure that file movement records are updated and maintained;
Ensure safe custody of files and documents;
- iii) Ensure receipt and proper dispatch of mails;
- iv) Determine and prepare disposal schedule of records and documents in liaison with relevant government agencies;
- v) Initiating procurement process as per the approved procurement plan;
- vi) Identifying unit's training needs based on performance appraisal reports; and
Mentoring and coaching staff in Records Management Unit.

Requirements for Appointment

- a) Served in the grade of Records Management Officer II for a minimum period of three (3) years;
- b) Bachelor's Degree in Records Management, Information Science or any other equivalent and relevant qualification from a recognized institution;
- c) Certificate in Supervisory Skills course lasting not less than four (4) weeks from a recognized institution;
- d) Registration with relevant professional body;
- e) Proficiency in computer application skills; and
- f) Certificate of good conduct.

15. Records Management Officer II (Job Group M) NCCASB-15 – ONE (1) POSITION**Duties and Responsibilities**

- (i) Sorting correspondences for dispatch and filing;
- (ii) Maintaining registry records;
- (iii) Supervising receipt and dispatch of mails;
- (iv) Initiate appraisal and disposal of files and documents;
- (v) Retrieving of documents and files;
- (vi) Supervising handling of documents;
- (vii) Monitoring file movement; and
- (viii) Opening and updating file indexes.

Requirements for Appointment

- a) Bachelors Degree in Records Management or Information Sciences;
OR.
- b) Diploma in Records Management or any other equivalent relevant qualification from a recognized institution with a minimum experience of three (3) years;
- c) Proficiency in computer application skills; and
- d) Certificate of good conduct.
OR.
- a) Served in the grade of Records Management Assistant for a minimum period of six (6) years; and
- b) Demonstrated merit and ability in work performance.

16.Principal Finance Officer (Job Group Q) NCCASB-16 – ONE (1) POSITION

Duties and Responsibilities.

The Officer shall head the Finance Department.

Duties and responsibilities will entail:

- i) Monitoring expenditure of the County Assembly;
- ii) Advising on prioritization of programs and activities for results based allocation of resources;
- iii) Controlling expenditure commitments in the County Assembly;
- iv) Overseeing preparation of budget estimates for the County Assembly;
- v) Communicating the approved annual estimates to directorates;
- vi) Sourcing of funds for the County Assembly operations;
- vii) Supervising administration functions of County Assembly Special Funds;
- viii) Overseeing the administration of gratuity benefits for members and eligible staff;
- ix) Providing technical and administrative support to the Committee in charge of County Assembly Special Funds;
- x) Coordinating preparation of quarterly and annual financial statements for County Assembly Special Funds;
- xi) Coordinating the implementation and monitoring of approved procurement plans;
- xii) Coordinating performance appraisal staff in the department;
- xiii) Overseeing the implementation of departmental training plan;
- xiv) Preparation of departmental work plan, budget proposals and procurement plans; and
- xv) Mentoring and coaching staff.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- a) Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or any other equivalent and relevant qualification from a recognized institution. A Masters Degree in any of the said disciplines will be an added advantage
- b) Minimum relevant experience of three (3) years, out of which three (2) Years of service in the grade of Senior finance officer or its equivalent;
- c) Part I, II, III of the Certified Public Accountants (CPA-K) Examination.
- d) Membership with Institute of Public Accountants (ICPAK) Kenya.
- e) Certificate in Strategic Leadership Development Programme lasting not less than six (6) from a recognized institution; and

- f) Proficiency in computer application skills.
- g) Knowledge and understanding of government goals and priorities; and
- h) Demonstrated managerial, administrative and professional competence in work performance.

17. Finance officer I (Job Group N) NCCASB-17 – ONE (1) POSITION

Duties and Responsibilities Duties and responsibilities will entail: -

- i) Preparing draft quarterly expenditure forecasts;
- ii) Initiating proposals seeking funds;
- iii) Monitoring expenditure and reporting observed trends;
- iv) Preparing monthly, quarterly and annual expenditure reports;
- v) Preparing financial work-plans;
- vi) Preparing monthly, quarterly and annual exchequer remittance reports;
- vii) Maintaining exchequer control ledgers;
- viii) Providing administrative support services to the County Assembly Committee responsible for oversight and supervision of County Assembly Special Funds;
- ix) Maintaining primary books of accounts and records for County Assembly Special Funds;
- x) Preparing reports and proposals on performance of County Assembly Special Funds;
- xi) Drafting audit responses for the County Assembly Special Funds;
- xii) Preparing Financial Statements for County Assembly Special Funds; and
- xiii) Monitoring the implementation of procurement plans and reporting on the status.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- a) Served in the grade of Finance Officer II for a minimum period of three (3) years;
- b) Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Finance, Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or any other equivalent and relevant qualification from a recognized institution;
- c) Part I, II, III of the Certified Public Accountants (CPA-K) Examination.
- d) Membership with Institute of Public Accountants (ICPAK) Kenya.
- e) Certificate in a Supervisory Skills lasting not less than two (2) weeks from a recognized institution;
- f) Proficiency in computer applications; and
- g) Demonstrated merit and ability in work performance.

18. Finance officer II (Job Group M) NCCASB-18 – ONE POSITION

Duties and Responsibilities

Duties and responsibilities will entail:

- i) Compiling and analyzing financial estimates;
- ii) Making entries in vote book;
- iii) compiling information required in the budgetary processes;
- iv) Preparing financial work-plans and following up on requisitioned funds with the County Treasury and office of the Controller of Budget;
- v) Making entries in primary books of accounts and records for County Assembly Special Funds;
- vi) Computing gratuity benefits for members and staff entitled to the benefit; and
- vii) Providing administrative support for County Assembly Committee responsible for overseeing County Assembly Special Funds.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- a) Bachelors Degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or any other equivalent and relevant qualification from a recognized institution;
- OR
- b) Certified Public Accountants (CPA-K) and registered with a professional body;
 - c) Served in the grade of Accountant I for a minimum period of three (3) years and with at least 2 years in a supervisory role;
 - d) Proficiency in computer applications.

19. Senior Accountant (Job Group P) NCCASB-19 – ONE (1) POSITION

Duties and Responsibilities

- i) Coordinating preparation and submission of the monthly, quarterly and annual Financial Reports to relevant government agencies;
- ii) Processing payments through IFMIS;
- iii) Coordinating the preparation and submission of reconciliation reports to the relevant government agencies.
- iv) Coordinating the payment process in the County Assembly;
- v) Enforce compliance with County Assembly's internal controls for all payments.
- vi) Verifying entries on books of accounts;
- vii) Reviewing draft audit responses;
- viii) Verifying entries on the fixed assets register;
- ix) Drafting departmental procurement requisitions;
- x) Identifying departmental training needs based on performance appraisal reports;

- xi) Drafting departmental budget proposal; and
- xii) Mentoring and coaching staff.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- a) Bachelors Degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or any other equivalent and relevant qualification from a recognized institution. A Masters Degree in any of the said disciplines will be an added advantage;
- b) Served in the grade of Accountant I for a minimum period of three (3) years and with at least 2 years in a supervisory role;
- c) Part III of the Certified Public Accountants (CPA-K) Examination;
- d) Certificate in a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- e) Membership with Institute of Certified Public Accountants of Kenya (ICPAK)
- f) Proficiency in computer application skills;
- g) Demonstrated managerial, administrative and professional competence in work performance.

20.Accountant II (Job Group M) NCCASB-20 – TWO (2) POSITION

Duties and Responsibilities

Duties and responsibilities will entail:

- i) Participating in preparation of Annual and Quarterly Financial Reports and Statements in compliance with existing laws and regulations;
- ii) Assist in preparing audit responses on need basis;
- iii) Perform Bank Reconciliation functions;
- iv) processing payments in accordance with prevailing processes and procedures;
- v) filing of Statutory returns;
- vi) Making entries in primary books of accounts and records;
- vii) Assist in developing accounting manuals, policies and procedures operations;
- viii) Providing of administrative support to all ward offices; and
- ix) Checking compliance with County Assembly's internal controls for all payments.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- a) Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or any other equivalent and relevant qualification from a recognized institution;
- b) Part I, II, III of the Certified Public Accountants (CPA) Examination; and
- c) Proficiency in computer applications.

21. Supply Chain Management Officer (II) (Job Group M) NCCASB-21 – ONE (1) POSITION

Duties and Responsibilities Duties and responsibilities will involve: -

- i) Inviting and analyzing quotations;
- ii) Undertaking inspection of goods and services in liaison with the users;
- iii) maintenance of a supplier database;
- iv) Generating local purchase and service orders; and
- v) Preparing supporting documents for payment to suppliers.

Requirement for Appointment

For appointment to this grade, an officer must have: -

- (i) Bachelors Degree in Supply Chain Management or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer application skills; and
- (iii) Registered with a relevant professional body.

22. Store Officer (Job Group K) NCCASB-22 – ONE POSITION

Duties and Responsibilities

Duties and responsibilities at this level entails: -

- i) In charge of stores;
- ii) Receiving stores items;
- iii) Confirming requisitions approvals;
- iv) Recording and updating the stores/stocks cards;
- v) Verifying and reporting that the available stock levels warrant initiating a procurement process;
- vi) Conducting periodic and annual stocktaking;
- vii) Ensuring safe custody of stores; and
- viii) Communicating to user departments on available stores items.

Requirement for Appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of Stores Officer II for a minimum period of three (3)

years; and

- b) Demonstrated integrity and professional competence as reflected in work performance

OR

- a) Bachelors Degree in Supply Chain Management

OR

- b) Diploma in Supply Chain Management or its equivalent and relevant qualification from a recognized institution with a minimum experience of three (3) years; and
- c) Proficiency in computer applications.

23.Principal Administrative Officer (Job Group Q) NCCASB-23 – ONE POSITION

Duties and Responsibilities Duties and responsibilities will entail: -

- i) Assisting the director in supervising of sectional staff;
- ii) Formulation, interpretation and implementation of policies, strategies, and standards pertaining to administrative services of the County Assembly;
- iii) Preparation of departmental budget proposals;
- iv) Appraisal of Administration officers;
- v) Carrying out Occupational Safety and Health audit in liaison with the OSHA committee;
- vi) Secretary to the OSHA committee;
- vii) Supervision of Administration related contracts;
- viii) Coordinating the Provision of protective clothing and equipment;
- ix) Supervision of repairs and maintenance in the assembly;
- x) Facilitating settlement of utility services bills;
- xi) Requisition for calling cards, scratch cards and any components related to this service;
- xii) Supervision of Transport and logistics management;
- xiii) Supervision of the Management of the Assembly's central registry;
- xiv) Coordination of hospitality services;
- xv) Supervision of the management of the Assembly assets inventory;

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Served in the grade of Administration Officer I in comparable and relevant position in the public service for a minimum period of three (3) years;
- b) Bachelor's Degree in Social Sciences or any other equivalent and qualification from a recognized institution. A master's degree in the said disciplines will be an added advantage;

- c) Certificate in Strategic Leadership Development Programme lasting for not less than four (4) weeks from a recognized institution;
- d) Proficiency in computer applications; and
- e) Demonstrated managerial, administrative and professional competence in work performance.

24.Senior Administrative Officer (Job Group P) NCCASB-24 – ONE (1) POSITION

Duties and Responsibilities Duties and responsibilities will entail: -

- i) Formulation, interpretation and implementation of policies, strategies, and standards pertaining to administrative services of the County Assembly;
- ii) Assist in the preparation of departmental budget proposals;
- iii) Coordinating in Carrying out Occupational Safety and Health audit in liaison with the OSHA committee;
- iv) Administering the Administration related contracts;
- v) Coordinating the Provision of protective clothing and equipment;
- vi) Coordinating the repairs and maintenance in the assembly;
- vii) Facilitating settlement of utility services bills;
- viii) Supervision the requisition for calling cards, scratch cards and any components related to this service;
- ix) Supervising Transport and logistics management;
- x) Assisting the supervisor in the management of the Assembly assets inventory;

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Served in the grade of Administration Officer I or in comparable and relevant position in the Public Service for a minimum period of three (3) years;
- b) Bachelor's Degree in Social Sciences or any other equivalent and qualification from a recognized institution;
- c) Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution;
- d) Proficiency in computer applications; and
- e) Demonstrated managerial, administrative and professional competence in work performance.

25.Administrative Assistant II, (Job Group K) NCCASB-25 – ONE (1) POSITION

Duties and responsibilities will entail: -

- (i) Collecting, collating and compiling data;
- (ii) Receiving, recording, folioing and filing documents;
- (iii) Indexing of documents and records;

- (iv) Maintaining and updating files;
- (v) Photocopying and scanning documents;
- (vi) Keeping safe custody of equipment documents and records; and
- (vii) Carrying out tasks specific to their area of deployment.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Certificate in any of the following fields: - Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution;
- b) Kenya certificate of Secondary Education mean grade C- (Minus) or any other equivalent and relevant qualification from a recognized institution; and
- c) Proficiency in computer application Skills.

26. Senior Clerk Assistant (Job Group P) NCCASB-26 – ONE (1) POSITION.

Duties and Responsibilities

The Officer shall deputize either the Head of Committee Services Department or Legislative and Procedural Services Department.

Duties and responsibilities will entail: -

- i) Coordinating a cluster of units within the Committee Services and Legislative and Procedural Services Departments;
- ii) Coordinating provision of technical and administrative support to the Procedural Committees;
- iii) Organizing and coordinating Seminars and Conferences for continuous capacity building and networking for Members and departmental staff;
- iv) Facilitating visits to the Assembly by delegations of Members and staff from county assemblies and other jurisdictions;
- v) Ensuring good record management of journals and records for reference in research and analysis on parliamentary practice and procedure;
- vi) Reviewing draft amendments to Bills and Motions to ensure that they conform to set parliamentary standards, consistency with relevant statutes, accuracy and are actionable;
- vii) Supervising preparation and management of chamber documents to guide the business of the plenary;
- viii) Coordinating the legislative functions and operations of the Speaker's Office;

- ix) Offering technical and administrative services to the Committees of the County Assembly and the County Assembly Service Board;
- x) Ensuring general compliance to parliamentary procedure, practice and rules;
- xi) Marshalling of published bills, Motions, Sessional papers, Petitions, Statements and committee work;
- xii) Coordinating preparation of votes and proceedings and forwarding for uploading to website;
- xiii) Providing procedural advice to the Speaker and Members of the County Assembly;
- xiv) Conducting Corruption Risk Analysis and advising Management on necessary interventions;
- xv) Developing and conducting awareness programs on integrity, corruption prevention and ethics to all Members and staff in conjunction with the Ethics and Anti-Corruption Commission (EACC);
- xvi) Performing compliance checks to enhance adherence to Ethical Standards Procedures in all operating levels of the Assembly;
- xvii) Ensuring accurate and timely submission of Integrity returns in line with the approved format;
- xviii) Maintaining Gift and conflict of Interest register;
- xix) Providing support in the designing and implementation of program evaluation and operations research studies, as appropriate;
- xx) Planning for, designing, and participating in the implementation of Monitoring and Evaluation capacity-building initiatives for County Assembly staff;
- xxi) Developing Monitoring and Evaluation plans for County Assembly programs;
Developing and implementing data quality assurance strategies in the respective County Assembly programs;
- xxii) Developing and implementing of data use plans in the county programs and projects;
- xxiii) Implementing corporate reporting templates for performance, risk, project management and other areas and ensure that reporting timescales are adhered to consistent with County Assembly governance requirements;
- xxiv) Reporting on the corporate service delivery in line with strategy, outputs and outcomes, risks and compliance;
- xxv) Drafting departmental procurement requisitions;
- xxvi) Identifying departmental training needs based on performance appraisal reports;
- xxvii) Drafting departmental budget proposal; and
- xxviii) Mentoring and coaching staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Served in the grade of Clerk Assistant (I) for a minimum period of three (3) years;
- b) Bachelor's degree in any of the Social Sciences from a recognized institution. A Master's degree in any Social Science from a recognized institution will be an added advantage;

- c) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- d) A demonstrated clear understanding of parliamentary procedures and practices;
- e) Proficiency in computer applications; and
- f) Shown merit and ability as reflected in work performance.

27. Clerk Assistant (II) (Job Group M) NCCASB-27 – SIX (6) POSITIONS

Duties and Responsibilities

Specific duties and responsibilities will entail:

- (i) Providing administrative services to County Assembly Committees;
- (ii) Prepare draft Motions, Statements, Legislative Proposals and petitions;
- (iii) Assist in the preparation and processing for onward transition to the Assembly of all documents necessary for the carrying out of sittings and execution of the mandate of the Assembly;
- (iv) Providing support to the Table of the Assembly for carrying out Assembly sittings;
- (v) Maintaining records for both Committees and Table and Journals Office;
- (vi) Prepare draft documentation for conferencing and hospitality arrangements for Assembly Committees;
- (vii) Attending Plenary and performing chamber duties;
- (viii) Circulating minutes to other persons required to take action;
- (ix) Capturing and processing of committee attendances;
- (x) Compiling data on committee proceedings;
- (xi) Providing administrative services to various types of County Assembly Committees, including the CASB; and
- (xii) Searching for information/facts on specific committee function.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) A Bachelors Degree in any of the Social Sciences from a recognized institution; and
- b) Proficiency in computer applications.

28. Principal Internal Audit (Job Group Q) NCCASB-28– ONE POSITION

Duties and Responsibilities

The officer shall be responsible to the Clerk administratively and functionally to the Audit Committee for efficient co- ordination and control of operations in the Internal Audit Department.

Duties and responsibilities at this level entail: -

- i) Formulation, implementation, interpretation and review of policies, rules, standards and procedures governing internal audit activity;
- ii) Development of the Internal Audit Charter, risk-based annual work plan and Internal Audit strategic plan;
- iii) Determining adequacy and effectiveness of internal control systems;
- iv) Providing assurance that Assembly assets are properly utilized;
- v) Ensuring that operations of Internal Audit functions are within the recognized national and international audit standards;
- vi) Secretary to the Audit committee;
- vii) A member of the management committee;
- viii) Overseeing the implementation of audit programmes;
- ix) Preparation and submission of quarterly and annual final audit reports;
- x) Ensuring findings and recommendations arising from each internal audit assignment are promptly reported to the accounting officer and then Audit committee;
- xi) Establishing and maintaining a system to monitor the disposition of Audit results through follow up;
- xii) Ensuring maintenance of high standards of performance in the department;
- xiii) Undertake institutional risk assessments and recommend mitigation measures;
- xiv) Ensure conformance with code of ethics and standards;
- xv) Submission of the risk-based annual audit plan to the Audit Committee.
- xvi) Appraising staff in the department;
- xvii) Preparation and implementation of departmental budget proposals and procurement plans; and
- xviii) Mentoring and coaching staff

Requirements for Appointment

For appointment to this grade, an officer must have: -

- a) Served in the grade of a Senior Internal Auditor for a minimum period of three (3) years;
- b) A Bachelors Degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent and relevant qualification from a recognized institution. A Masters Degree in any of the said disciplines will be an added advantage;
- c) Be a Certified Public Accountant of Kenya (CPAK) or Certified Internal Auditors (CIA) or Certified Information Systems Auditor (CISA) qualification;
- d) Member of Institute of Internal Auditors (IIA) or Institute of Public Accountants of Kenya (ICPAK) in good standing;

- e) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- f) Proficiency in computer applications; and
- g) Demonstrate integrity, objectivity, confidentiality, competence, due professional care, independence, merit and ability as reflected in work performance; and demonstrated managerial, administrative and professional competence.

29. Internal Audit Officer II (Job Group M) NCCASB-29 – ONE (1) POSITION.

Duties and Responsibilities

- i) Preparation, implementation and supervision of all audit programmes used by the department;
- ii) Reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;
- iii) Ensuring maintenance of high audit standards of performance in the department;
- iv) Compiling audit reports;
- v) Reconciliation: Tallying of expenditure with budget allocations;
- (i) Ensuring compliance with organizational procedures and regulations; and physical tallying of assets with records;

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) A Bachelors Degree in Commerce (Accounting/Finance), Economics, Statistics, Mathematics, Finance or Computer Science and in possession of CPA I;
- b) Be a Certified Public Accountant (K) or its acceptable equivalent;
- c) Have a Current registration with the Institute of Certified Public Accountants of Kenya;
- d) A minimum of three (3) years progressive, post-qualification experience in the public service or in a large organization; and
- e) Demonstrated capabilities and a high degree of competence in conducting and supervising both financial and management audit.

30. Senior Legal Counsel (Job Group P) NCCASB-30 – one position

Duties and Responsibilities

- i) Reviewing draft Bills;
- ii) Reviewing draft Committee stage amendment reports to Bills proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- iii) Giving legal interpretation of Acts and Bills;

- iv) Giving legal advice on matters relating to County Assembly to the Committees and user departments;
- v) Ensuring that Bills passed by County Assembly comply with the Constitution;
- vi) Representing the County Assembly, the Speaker and the CASB in court proceedings;
- vii) Providing legal opinions on matters before or relating to County Assembly;
- viii) Reviewing and preparing draft contracts;
- ix) Conducting conveyancing activities for the CASB;
- x) Advising on potential areas of law reform;
- xi) Initiating departmental procurement process as per the approved procurement plan;
- xii) Identifying departmental training needs based on performance appraisal reports; and
- xiii) Mentoring and coaching staff.

Requirements for Appointment

For appointment to this grade an officer must have: -

- a) Served in the grade of Legal Counsel (I) for a minimum period of three (3) years;
- b) A Bachelor of Laws Degree from a recognized institution;
- c) Been admitted as an Advocate of the High Court of Kenya;
- d) A current practicing certificate from the Law Society of Kenya;
- e) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- f) Shown merit and ability as reflected in work performance and results; and
- g) Proficiency in computer applications.

NAIROBI CITY COUNTY ASSEMBLY
COUNTY ASSEMBLY SERVICE BOARD
(CASB)APPLICANTS DETAILS FORM
(SIMPLIFIED)

(Please fill this form correctly: Any incorrect filling may lead to disqualification)

-
1. Reference:Post Applied:
2. Name:
3. Age: Gender:
4. Academic Qualification:

Name of Institution	Period		Award
	From	To	

5. Profession:
6. Experience:

Name of Institution/Organization	Period		Position
	From	To	

7. Sign:..... Date:.....