



COUNTY ASSEMBLY OF MOMBASA

OFFICE OF THE COUNTY ASSEMBLY CLERK

INTERNAL ADVERTISEMENT

The County Assembly Service Board would like to invite applications from candidates who have the requisite qualification to fill the following vacancies that have arisen in the County Assembly.

ADMINISTRATION OFFICER III, JOB GROUP K (3 VACANCIES)

(a) Duties and Responsibilities

1. Filing and marking letters for action;
2. Updating and maintaining up to date file movement records;
3. Ensuring security of files and documents;
4. Ensuring receipt and proper dispatch of mails and
5. Maintaining related registers; preparing disposal schedules; and initiating appraisal and disposal of files and documents.
6. Cataloguing and classification of Library material
7. Indexing and abstracting services

(b) Requirements for Appointment

For appointment to this grade, a person must have the following:-

- Is a Citizen of Kenya;
- Diploma in Business Administration or any related field from a recognized institution
- Proficiency in computer application skills

(C) Application Criteria

- All applicants must attach a copy of National Identity Card
- An up to date Curriculum Vitae with copies of all certificates/testimonials
- All applications should be submitted in sealed envelopes to reach the County Assembly Clerks office **on or before 26th October 2018** at the address below:-

**The Secretary
Mombasa County Assembly Service Board
P. O. Box 80438-80100
Mombasa**

Or

Emailed to: Countyassemblymombasa@gmail.com

- Any form of canvassing will lead to immediate disqualification.
- Only shortlisted candidates will be contacted.
- Shortlisted candidates will be required to produce their original national identity cards, certificates, duly signed transcripts and testimonials at the interview

NB: This internal advertisement is also available on our website ,www.mombasaaassembly.go.ke