COUNTY ASSEMBLY OF MOMBASA

JOB VACANCY ADVERTISEMENT

The County Assembly Service Board seeks to recruit suitable candidates to fill the following positions:

DEPUTY CLERK OF THE COUNTY ASSEMBLY - JOB GROUP S – (1 POSITION)

The Deputy Clerk of the Assembly shall deputize the Clerk of the County Assembly and will specifically carry out the following duties:

I. Managerial / Supervisory Responsibilities

i. Deputizing the Clerk of the Assembly/Secretary to the County Assembly Service Board;

ii. General supervision of all Directorates;

iii. Coordination of external relations including international relations, inter-parliamentary relations, conferences and protocol affairs;

iv. Coordination of programs for enhancing public understanding and knowledge of the work of the Assembly, increasing public accessibility, awareness and its operations;

v. Vice Chair of the Management Committee;

vi. Coordinating the drafting and review of Bills to be submitted to the County Assembly;

vii. Oversees the implementation of the County Assembly's strategic plan and annual work plans to ensure the progressive realization of the County Assembly objectives to enhance service delivery;

viii. Coordinates the implementation of policies for achieving strategic administrative functioning of the Assembly;

ix. Supervise the management of County Assembly resources to enhance accountability, transparency and prudence utilization of allocated resources in accordance with PFM Act, 2012;

x. Promotes staff compliance with national values, (Art.10 CoK, Values and Principles of Public Service (Art. 232 CoK), Principles of leadership and integrity, POEA 2003;

xi. Rendering of expert, non-partisan and impartial advice to the Speaker, Members of County Assembly and Committees on the legislative process and parliamentary procedures, practices, conventions and traditions;

xii. Coordinates the development and implementation of the County Assembly Annual Plans and budget;

xiii. Coordinates all human resource, employee relations, equal opportunity employment function of the County Assembly;

xiv. Oversees all administrative functions as well as facilities to ensure consistent operations in the County Assembly;

xv. Coordinates production of new information through researching, drafting and development of policy and procedures documents in general and specifically the Standing Orders for County Assembly.

II. Operational Responsibilities / Tasks

i. Offering procedural advice to the Speaker, other Presiding Officers and Members of the Assembly as required and overseeing the proceedings of the House;

ii. Preparation and presentation of orientation programs for newly elected Members of the Assembly;

iii. Responsible for preparation of Legislative proposals into Bills through the County/Kenya Gazette to be tabled before the County Assembly;

iv. Oversees and review policies, guidelines and regulations on legislative drafting;

v. Oversees procedural matters in the Committees and plenary sessions;

vi. Advise on all parliamentary procedures, practices conventions and traditions to the Speaker of the County Assembly and other presiding officers;

vii. Coordinates marshalling of all legislative measures passed by the Assembly including Bills passed by the County Assembly;

viii. Oversee the development, amendment and implementation of the County Assembly Standing Orders and other Procedural Manuals; and

ix. Initiate strategies for stakeholders' consultations and engagements.

III. Financial Responsibilities

i. Deputizes the Accounting/Authorized Officer of a County Assembly.

ii. Oversees the preparations and implementation of County Assembly annual budget;

iii. Promotes adherence to PFM Act 2012 on utilization of the Resources allocated to the Assembly; and

v. Coordinates preparation and implementation of the annual procurement plan.

IV. Responsibility for Physical Assets

i. Promotes adherence to PPAD Act, 2016 on utilization of the Resources allocated to the Assembly;

b) Requirements for Appointment

For appointment to this grade a candidate must:

(i) Have twelve (12) years relevant work experience five (5) years of which must have served as a Director or any comparable position in public/private sector;

(ii) Have 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 recognized institution;

(iii) Have Master degree in any Social Science from a recognized institution;

(iv) Have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; Demonstrated integrity and professional competence as reflected in work performance;

(v) Have Proficiency in computer application;

(vi) Demonstrate merit and ability as reflected in work performance and results;

(vii) Meet the requirements of Leadership and Integrity set out in Chapter Six of the Constitution;

PRINCIPAL LEGAL COUNSEL – JOB GROUP Q – (1 POSITION)

(a) Duties and Responsibilities

i. advising the Office of the Clerk and the County Assembly Service Board on institutional and legal affairs and matters of County Assembly governance;
ii. rendering professional legal advice to the office of the Clerk on appointment of Management Committees established by the County Assembly Services Act, No. 24 of 2017;
iii. coordinating representation of County Assembly and the CASB in court proceedings;
iv. giving appropriate instructions to appointed external counsels continuously liaising with the external counsel on record on matters assigned;
v. commissioning drafting of Bills, amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
vi. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on all legal matters;
vii. providing legal advice to the CASB, County Assembly Service,County Assembly and its Committees and generally giving legal advice on matters relating to County Assembly;
viii. providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
ix. coordinating legal audit of Bills passed by County Assembly to ensure they comply with the Constitution and other statutes;
x. liaising with the Office of the County Attorney on matters involving Assembly;
xi. liaise with the external Advocate on record on proper execution of Assembly legal matters/issues assigned;
xii. providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
xiii. commission legal research on matters before the Department;
xiv. offering professional, legal advice to the Speaker, County Assembly Service Board members, members and staff on Parliamentary procedure on matters of tradition, practices, conventions and etiquette;
xv. setting and agreeing on performance targets with staff members;
xvi. supervisory duties and performance management of the direct reportees in the Department;
xvii. develop annual departmental work plans, training schedule and procurement plan that guide the operations of the Assembly;
xviii. training and developing staff;
xix. ensuring efficient and effective utilization of resources;
xx. ensuring safety and security of office supplies and equipment within the department;
xxi. approval of the department's budget to be forwarded to the directorate.
xxii. prepare procurement plans for the Department; and
xxiii.plan & approve the programs/events relating to the department and making their financial implications decision.
xxv. facilitate publication of Bills at the Government Printers
xxvi. overseeing all Assembly papers presented in the House in the course of debate; and
xxvii. any other duty as may be assigned by the Director Legal Counsel.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

i. Have served in the grade of Senior Legal Counsel or in a comparable position for a minimum period of six (6) years;
ii. Have a Bachelor's degree in law from a recognized institution;
iii. Post- Graduate Diploma from Kenya School of Law;
iv. Master degree in law or in any other relevant field from a recognized institution;
v. Be Admitted as an Advocate of the High Court of Kenya;
vi. Membership to Law Society of Kenya or any recognized equivalent professional body in good standing;
viii. Certificate in Senior Management Course lasting not less than four weeks from a recognized institution;
ix. Be in possession of a valid practicing certificate;
x. Shown merit and ability as reflected in work performance and results; and
xi. Be Proficient in computer application

SENIOR LEGAL COUNSEL - JOB GROUP P – (1 POSITION)

Duties and Responsibilities will entail:

(a) formulating and interpreting regulations and policies;
(b) coordinating the drafting of Private Members' Bills;
(c) coordinating the drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
(d) giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
(e) providing legal advice to the County Assembly and its Committees;
(f) providing any other legal services that may be required by County Assembly, the Committees or the Clerk;
(g) ensuring that Bills passed by County Assembly comply with the Constitution and other statutes;
(h) legal representation of County Assembly and the CASB in court proceedings;
(i) giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
(j) providing any other legal services that may be required by County Assembly, the Committees and the Clerk;
(k) carrying out legal research on matters before the Department;
(l) offering professional, legal advice to the members and staff on Parliamentary procedures on matters of tradition, practices, conventions and etiquette.
(m) any other duty as may be assigned by the Principal Legal Counsel

Requirements for Appointment a candidate must have:

1) Have served in the grade of Legal Officer I or in a comparable position for a minimum period of four (4) years;
2) Have a Bachelor's degree in law from a recognized institution;
3) Master degree in law or in any other relevant field from a recognized institution;
4) Be admitted as an Advocate of the High Court of Kenya;
5) Membership to Law Society of Kenya or any recognized equivalent professional body;
6) Be in possession of a valid practicing certificate;

7) Certificate in Senior Management course lasting not less than four weeks from a recognized institution;
8) Shown merit and ability as reflected in work performance and results; and
9) Be Proficient in computer applications.

SENIOR – COUNTY ASSEMBLY BUILDING SUPERITENDANT- JOB GROUP P (1 POSITION)

a) Duties and Responsibilities

i. Formulate and interpret policies on maintenance and repairs;
ii. Perform planning and budgeting for the section/ unit;
iii. Prepare operational and ad hoc reports;
v. Supervising repairs of buildings, plant and equipment and painting as performed by Artisans;
vi. Superintending implementation of capital and development projects;
vii. Provide linkage between various stakeholders;
viii. Train and supervise staff working within the section/ unit; and
ix. Set and appraise targets for the team.
xii. Any other duty as may be assigned by the County Assembly Clerk.

b) Requirement for Appointment

For appointment to this grade, an officer must have:

i. Served in the grade of Principal Maintenance Officer or in a comparable position for a minimum period of three (3) years;

ii. Degree in any of the following disciplines: Surveying, Construction, , Electrical Engineering, Masonry, , Plumbing or any other equivalent qualification from a recognized institution;

iv. be a registered member of Professional registration from the following Surveying, Construction, , Electrical Engineering, Masonry, , Plumbing or any other equivalent qualification from a recognized institution

v. Proficiency in computer application; and

vi. Shown merit and ability as reflected in work performance and results

SENIOR SERJEANT – AT – ARMS - JOB GROUP P (1 POSITION)

Duties and responsibilities:

a) Oversee implementation of the County Assembly's Security policy;
b) Coordinate measures for disaster preparedness and mitigation;
c) Lead security related investigations in collaboration with security Agencies as necessary;
d) Develop and review security strategies and measures for the County Assembly;
e) Convenes and chair departmental meetings including performance management;
f) Design team motivation measures providing interdepartmental and chamber support services;
g) Oversee allocation of office accommodation and committee rooms in liaison with responsible department;

h) Conduct periodic security surveys and institution risk assessment and deliver necessary report;
i) Enforcing and implementing Speaker's orders/rules and other directives;
j) Coordinate training and capacity buildings programs for staff members to facilitate attainment of key competencies in the performance of their key roles and functions;
k) Maintain custody of the Mace;
l) Ensure protection of all persons and property and advise the Speaker and the Clerk on the same;
m) Enforce and implement the Speaker's rules, orders and other directives;
n) Ensure compliance with Occupational Health and Safety requirements;
o) Enforce desirable housekeeping standards;
p) Performing chamber and ceremonial duties;
q) Ensure effective crowd and access control management;
r) Maintenance of decorum, law and order within the precincts of the Assembly; and
s) Disseminates relevant information to Members through Notice Boards and deliver summons to persons.
t) Any other duty as may be assigned by Director Security & Investigative Services

Requirements for appointment a candidate must have:

1) Served in the grade of Serjeant-At- Arms I for a minimum period of three (3) years;
2) Bachelor's degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
3) Master degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
4) Certificate in Leadership Course lasting not less than six weeks from a recognized institution;
5) Shown exemplary acquisition and application of knowledge of the operations of the County Assembly; and
6) Shown merit, competence and ability as reflected in work performance and results.

PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER I - JOB GROUP "N" - (1 POSITION)

(a) Duties and Responsibilities

1. Overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
2. Training and Developing of Officer answerable to him/her;
3. Overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
4. Overseeing corporate Communications;
5. Advising the Assembly on the best media practices;
6.Identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
7. Overseeing, designing, innovating and recommending corporate materials for building Assembly's brand;
8. Coordinating all the Assembly public functions;
9. Coordinating and reviewing of the Assembly's corporate image;

10. Ensuring that appropriate Public feedback mechanisms are in place;
11. Coordinating Assembly's advertising and publicity;
12.Ensuring maintenance of all public affairs and communications records and photographs; and
13. Managing and nurturing relations with critical stakeholders.
14. Any other duty as may be assigned by the Director Public Communication / Media relations

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Chief Public Communications / Media Relations Officer or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting for at least four (4) weeks from a recognized institution;
4. Certificate in computer applications skills from a recognized institution;
5. Registration with a relevant professional body with membership of good standing; and
6.Demonstrated professional competence and administrative capability in work performance and results.

LEGAL COUNSEL II - JOB GROUP M- (1 POSITION)

Duties and Responsibilities will entail:

(a) drafting of Private Members' Bills; drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
(b) giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
(c) providing legal advice to the CASB, County Assembly Service, County Assembly and its Committees;
(d) ensuring that Bills passed by County Assembly comply with the Constitution;
(e) liaising with the Office of the Attorney General on litigation matters involving County Assembly;
(f) legal representation of County assembly and the CASB in court proceedings;
(g) giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
(h) providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB, County Assembly Service or the Clerk; and
(i) undertaking legal research on matters before the Department.
(j) any other duty as may be assigned by the Director Legal Counsel.

Requirements for Appointment an officer must:

i. have served in the grade of Legal Officer III or in a comparable position for a minimum period of three (3) years;
ii. have a Bachelor of Laws degree from a recognized institution;
iii. have been admitted as an Advocate of the High Court of Kenya;
iv. Membership to Law Society of Kenya or any recognized equivalent professional body;
v. Be in possession of a valid practicing certificate;
vi. Have certificate in Senior Management course lasting not less than four weeks;

vii. Shown merit and ability as reflected in work performance and results; and

viii. Be Proficient in computer applications.

INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT II, JOB GRADE "L" – (1 POSITION)

Duties and responsibilities

i. Assisting in coding, testing and implementing computer programs;
ii. Assisting in providing user support; maintaining support systems and training of users; maintaining of Information Communication Technology equipment and associated peripherals;
iii. Assist in certifying and configuring Information Communication Technology equipment;
iv. Assist in maintaining data protection system;
v. Assist in installing and supporting servers;
vi. Assist in installing and deployment of relevant hardware and software; and
vii. Assist in providing user support and training users.
viii. Any other duty as may be assigned by superiors

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

i. Served in the grade of ICT Assistant III for at least three years;
ii. Diploma in any of the following disciplines: Computer Science,Information Technology, Business Information Technology or any other equivalent qualification from recognized institution; and
iii. Shown merit and ability as reflected in work performance and results

COMMISSIONNAIRE I – JOB GROUP L (3 POSITIONS)

Duties and Responsibilities

1. Undertake duties to meet desirable housekeeping standards;
2. Performing chamber and ceremonial duties;
3. Providing fire and safety protective services;
4. Undertake access control duties - receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
5. Perform crowd control management duties;
6. Perform duties towards maintenance of decorum, law and order within the precincts of the Assembly;
7. Ensuring safety and security of the assembly premises, and of members of the county assembly;
8. Controlling of authorized parking to ensure order and security in the county assembly premises;
9. Ensuring that CCTV cameras are functional and are well manned;
10. Any other duty as may be assigned by the Deputy Director Security & Investigative Services

(a) Requirements for Appointment

For appointment to this grade, an officer must:-

a. Served in the grade of Commissionaire II or in a comparable position for a minimum period of three (3) years;
b. Have Diploma in Security Management /Investigations, Criminology and Forensic studies from a recognized institution;
c. Be in possession of Kenya Certificate of Secondary Education or equivalent and above;

d. Have First Aid certificate; and or fire fighting certificate /Disaster management certificate; and
e. Be in possession of a certificate of good conduct.

PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER I -JOB GROUP "K – (3 POSITIONS)

(a) Duties and Responsibilities

Duties and responsibilities will entail:

i. Supervising public communication assistant III, clerical officers attached to the Section and interns;

ii. Organizing PR events (like open days, press conferences) and serve as the Assembly's developing public relations campaigns and media relations strategies;

iii. implementing Public Communications and Media relations policies;

iv. collaborating with internal teams and maintaining open communication with senior management;

v. editing and updating promotional material and publications (brochures, videos, social media posts etc.);

vi. preparing and distributing press releases;

vii. organizing PR events (e.g. open days, press conferences) and serve as the Assembly's spokesperson; viii. highlighting inquiries from the media and other parties;

ix. tracking media coverage and following industry trends; and

ix. drafting Public Relations reports.

x. Any other duty as may be assigned by the Director Public Communication/Media relation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served in the grade of Public Communication/Media Relations Officer II or a comparable position for a minimum period of three (3)years;

ii. Diploma in any of the following disciplines: Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;

iii. Certificate in computer applications skills from a recognized institution

iv. Registration with a relevant professional body with membership of good standing; and

v. Shown merit and ability as reflected in work performance and results.

CLERICAL OFFICER III - JOB GROUP J (2 POSITION)

(a) Duties and Responsibilities

1. Collecting, collating and compiling data; receiving, recording, folioing and filling applications for registration and licensing documents;
2. Indexing of documents and records;
3. Photocopying and scanning documents;
4. Maintaining and updating files; photocopying and scanning documents; and
5. Keeping safe custody of equipment documents and records.
6. Any other duty as may be assigned by superiors

(b) Requirements for Appointment

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

i. Kenya Certificate of Secondary Education or any other equivalent qualification from a recognized in institution; and
ii. Proficiency in computer application Skills.

(C) Application Criteria

Persons interested in filling the above positions should submit their applications accompanied with the
following documents;

i) Academic certificates and other testimonials;
ii) KRA compliance certificate;
iii) Clearance certificate from Higher Education Loans Board (HELB)
iv) Certificate of good conduct from Criminal Investigations Department(CID)
v) National Identity Card or passport, and
vi) An up to date Curriculum Vitae

All applications should be submitted in sealed envelopes to reach the County Assembly Clerks office **on or before, Tuesday, 21st May 2024** at the address below:-

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

The Mombasa County Assembly Service Board is an equal opportunity employer, and women, the youth and persons with disabilities who meet the specified requirements are encouraged to apply.

- Any form of canvassing will lead to immediate disqualification.
- Only shortlisted candidates shall be contacted via their mobile phones.

Confirmed by:-

Salim Juma
CLERK
COUNTY ASSEMBLY OF MOMBASA

COUNTY ASSEMBLY OF MOMBASA

JOB VACANCY ADVERTISEMENT

The County Assembly Service Board seeks to recruit suitable candidates to fill the following positions:

(1) Deputy Clerk of the County Assembly - Job Group "S" - (1Position)
(2) Principal Legal Counsel – Job Group "Q" – (1Position)
(3) Senior Legal Counsel – Job Group "P" – (1 Position)
(4) Senior, County Assembly Building Superintendent – Job Group "P" (1 Position)
(5) Senior Serjeant – At Arms – Job Group "P" – (1 Position)
(6) Public Communication Officer I Job Group "N" (1 Position)
(7) Legal Counsel II – Job Group "M" – (1 Position)
(8) ICT Assistant II – Job Group "L" – (1 Position)
(9) Commissionaire III – Job Group "L" – (3 Positions)
(10) Public Communication Officer I Job Group "K" (3 Position)
(11) Clerical Officer III- Job Group "J" – (2 Position)

Interested candidates are advised to visit our website www.mombasaassembly.go.ke for more details.

Applicants should clearly indicate the position applied for on the envelop and address to

The Clerk/Secretary
County Assembly Service Board
P.O. Box 80438/80100
Mombasa

The applications should be hand delivered to the office of the Clerk at the County Assembly Buildings to reach the office on or before, Tuesday**, 21st May 2024** at 4.30pm

Clerk/Secretary
County Assembly of Mombasa Service Board