



COUNTY ASSEMBLY OF MOMBASA

JOB VACANCY ADVERTISEMENT

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

CLERK ASSISTANT II– JOB GROUP M (1 VACANCY)

(a) Duties and Responsibilities

1. Participating in County Assembly procedures, practices, conventions, traditions, etiquette committee administration;
2. Searching for fresh information/ facts by consulting appropriate sources like documents or persons;
3. Offering administrative services to various County Assembly Committees,
4. Any other duty as may be assigned by Head of Department

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelors Degree in Social Sciences, Political Science Sociology/Economics/ Public Administration/ Law/ Business Administration, Education or its equivalent qualification from a recognized institution; and
- ii. Proficiency in computer application skills.

INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT- JOB GROUP K (1 VACANCY)

(a) Duties and Responsibilities

1. Designing, coding, testing and implementing computer programs, providing user support;
2. Maintaining support systems and training of users;
3. Repairing of Information Communication Technology equipments and associated peripherals;
4. Receiving and installing Information Communication Technology equipment; and
5. Configuring of new Information technology equipment.
6. Any other duty as may be assigned by Head of Department

(b) Requirements for Appointment

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

Diploma in any of the following disciplines:-

- i. Computer Science, Information Technology, Business Information Technology or its equivalent qualification from a recognized institution; and
- ii. Demonstrated professional competence.

CLERICAL OFFICER III - JOB GROUP G (1 VACANCY)

(a) Duties and Responsibilities

- i) Collecting, collating and compiling data;
- ii) Receiving, recording, folioing and filling applications for registration and licensing documents;
- iii) Indexing of documents and records;
- iv) Photocopying and scanning documents;
- v) Maintaining and updating files; and
- vi) Keeping safe custody of equipment documents and records.
- vii) Any other duty as may be assigned by Head of Department

(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 institution; and
- ii. Proficiency in computer application Skills.

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, Friday 20th January 2023** at the address below:-

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

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.

Kindly note the following:

- 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.

CLERK/SECRETARY
COUNTY ASSEMBLY SERVICE BOARD

