



COUNTY ASSEMBLY OF MOMBASA

JOB VACANCY ADVERTISEMENT

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

(A) DEPUTY CLERK OF THE COUNTY ASSEMBLY - JOB GRADE "R" - (1 POSITION)

Duties and Responsibilities

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

- (a) Managerial / Supervisory Responsibilities;
- (b) Deputizing the Clerk of the Assembly/Secretary to the County Assembly Service Board;
- (c) Coordination of external relations including international relations, inter-parliamentary relations, conferences and protocol affairs;
- (d) Coordination of programs for enhancing public understanding and knowledge of the work of the Assembly, increasing public accessibility, awareness and its operations;
- (e) Vice Chair of the Management Committee;
- (f) 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;
- (g) Coordinates the implementation of policies for achieving strategic administrative functioning of the Assembly;
- (h) 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;
- (i) Coordinates the development and implementation of the County Assembly Annual Plans and budget;
- (j) Oversees all administrative functions as well as facilities to ensure consistent operations in the County Assembly;

(b) Requirements for Appointment:

For appointment to this grade an officer must have:-

1. Served in the grade of Principal Clerk or in a comparable position for a minimum period of three (3) years
2. Bachelors Degree in Social Sciences or Political Science, Sociology/Economics/Public Administration/Law/ Business Administration, Education or its equivalent qualification from a recognized Institution.
3. Masters Degree in Social Sciences or Political Science, Sociology/Economics/Public Administration/Law/ Business Administration, Education or its equivalent qualification from a recognized Institution will be an added advantage.
4. Certificate in Leadership from a recognized institution;
5. Registration with a professional body;
6. Proficiency in computer application skills and
7. Demonstrated integrity and professional competence as reflected in work performance and results.

(B) DIRECTOR, FINANCIAL SERVICES - JOB GROUP R - (1 POSITION)

An officer at this level will be responsible to the Clerk of the Assembly for Finance and Accounts Services.

Duties and responsibilities:

- (a) Financial controller of the County Assembly;
- (b) Planning, directing and controlling Finance and Accounting Service Function;
- (c) Overseeing accounting for County Assembly Service funds as per the PFMA (2012);
- (d) Providing advisory services to the CASB on all financial matters;
- (e) Interpreting and implementing financial management statutes, policies, standards, strategies and programmes;
- (f) Ensuring compliance with PFMA and other financial regulations and guidelines;
- (g) Monitoring implementation of financial controls system;
- (h) Spearheading formulation and application of accounts manual;
- (i) Overseeing accounting for County Assembly Service funds as per the PFMA;
- (j) Coordinating consolidation of budgets for the recurrent and development votes;
- (k) Overseeing preparation of finance and account reports;
- (l) Authorizing payments and signing of cheques subject to set limits;
- (m) Overseeing development and implementation of computerized financial and accounting information systems;
- (n) Develop and oversee the implementation of work plans in the directorate;
- (o) Spearheading establishment and maintenance of a comprehensive financial management and reporting systems;
- (p) Develop and oversee the implementation of work plans in the directorate; and
- (q) Managing performance and capacity building of the directorate.

Requirements for appointment :

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

- 1) Served in the grade of Principal Officer, Finance & Accounts or in a comparable position for a minimum period of three (3) years
- 2) Masters degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Mathematics, Statistics, Business Administration, or its equivalent qualification from a recognized institution;
- 3) Bachelor's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution.
- 4) Certified Public Accountants of Kenya (CPA K) or its equivalent recognized qualification;
- 5) Registered with ICPAK and of good professional standing;
- 6) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- 7) Certificate in computer applications skills;
- 8) Demonstrated outstanding capability in financial Management, integrity professional competence and administrative ability as reflected in work performance and results; and
- 9) Shown merit in job performance
- 10) Any other duty as may be assigned by the County Assembly Clerk

(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) Clearance Certificate from Credit reference Bureau (CRB)
- vi) Clearance certificate from Ethic and Anti-corruption Commission (EACC)
- vii) National Identity Card or passport, and
- viii) An up to date Curriculum Vitae

All applications should be submitted in sealed envelopes to reach the County Assembly Clerks office **on or before, 25th August 2023** 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



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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 - R (1Position)
- (2) Director, Financial Services - Job Group - R (1Position)

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, Friday, 25th August, 2023 at 4.30pm

Clerk/Secretary

County Assembly of Mombasa Service Board