



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 Commissionnaire 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 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

