

**REPUBLIC OF KENYA**  
**BARINGO COUNTY GOVERNMENT**



info@baringocountyassembly.go.ke  
www.baringoassembly.go.ke

P. O BOX 159-30400  
KABARNET

**BARINGO COUNTY ASSEMBLY**  
**COUNTY ASSEMBLY SERVICE BOARD**

**Our Vision**

*To be a model, independent, competitive and development-oriented County Assembly.*

**Our Mission**

*To promote the principle of good governance through legislation, oversight and representation to reflect the interest, welfare and aspirations of the people of Baringo.*

**VACANT POSITIONS IN BARINGO COUNTY ASSEMBLY SERVICE**

APPLICATIONS are invited from qualified persons to fill the following vacant positions in Baringo County Assembly Service.

**1. SENIOR DRIVER (4 Posts) – Ref No. CASB/01/2020**

**Salary Scale/Job Group- CASB 12/‘G’.**

**Terms of Service: Permanent and Pensionable.**

**Requirement for Appointment to the Position.**

**For appointment to this position, a candidate must have:**

- i. KCSE Certificate
- ii. A valid driving licence and valid for any of the classes of vehicles which the officer is required to drive.
- iii. Minimum of 3 years’ experience in driving relevant class of motor vehicle
- iv. Defensive driving certificate from Automobile Association (AA) or its equivalent qualification from recognized institution.
- v. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities.**

- i. Driving a motor vehicle as authorized.
- ii. Maintenance of work tickets for vehicle assigned.
- iii. Carrying out routine checks on the vehicles cooling, electrical and brake systems, tyre pressure etc.
- iv. Detecting and reporting malfunctioning of vehicles systems
- v. Ensuring security and safety of the vehicle on and off the road.
- vi. Maintaining cleanliness of the vehicle.
- vii. Safety of the passengers and /or goods therein

**CLEANING SUPERVISOR I (3 POSTS) – Ref. No. CASB/02/2020**

**Salary Scale/Job Group- CASB 12/ ‘G’**

**Terms of Service: Permanent and Pensionable.**

**Requirement for Appointment.**

**For appointment to this position, a candidate must have:**

- i. KCSE Certificate.
- ii. Shown merit and ability.
- iii. Attended a basic course in House Keeping.
- iv. Be conversant with basic Labour Laws.

**Duties and Responsibilities.**

- i. Cleaning of Offices and entire compound.
- ii. Collecting and delivering document outside the organization.
- iii. Proper organization of meeting Rooms.
- iv. Any other duties as may be assigned by the Supervisor.

**FIRST CLERK ASSISTANT ATTACHED TO COUNTY ASSEMBLY SERVICE**

**BOARD (CASB) – (1 Post) – Ref. No. CASB/03/2020**

**Salary Scale/Job Group- CASB 7/‘M’**

**Terms of Service: Permanent and Pensionable**

**Requirement for Appointment.**

**For appointment to this position, a candidate must have:**

- i. Masters Degree in Social Sciences or Political Science, Sociology/Economics/Public Administration/Law/Business Administration, Education or its equivalent qualification from recognized institution (**is added advantage**)
- ii. Bachelors Degree in Social Sciences or Political Science Sociology/Economics/ Public Administration/ Law/ Business Administration, Education or its equivalent qualification from a recognized institution;
- iii. Experience of not less than 3 years in relevant field;
- iv. Proficiency in computer application skills.

### **Duties and responsibilities**

Duties and responsibilities will entail;

- i. Day to day management and coordination of Board activities
- ii. Supervise the Board Secretariat
- iii. Preparation of CASB annual budgets
- iv. Preparation of Board's annual report
- v. Other administrative roles within the Board as may be delegated by the CEO

**SECOND CLERK ASSISTANT (2 posts) - Ref. No. CASB/04/2020**

**Salary Scale/Job Group- CASB 8/ 'L'**

**Terms of Service: Permanent and Pensionable.**

### **Requirement for Appointment.**

**For appointment to this position, a candidate must have:**

- i. Bachelors Degree in Social Sciences or Political Science Sociology/Economics/Public Administration/ Law/Business Administration, Education or its equivalent qualification from a recognized Institution;
- ii. Served in a comparable position for a minimum period of three (3) years;
- iii. Proficiency in computer application skills; and
- iv. Demonstrated integrity and professional competence as reflected in work

### **Duties and responsibilities**

Duties and Responsibilities will entail;

- i. preparing budgets for committees;
- ii. coordinating assembly conferences and seminars hosted by the assembly;
- iii. preparing invitation letters, drafts and minutes in committees; preparing reports and articulate to members;
- iv. preparing order papers, statements, questions and motions;
- v. Undertaking research on motions by consulting appropriate sources like documents or persons.
- vi. Offering administrative services to various types of County Assembly Committees
- vii. Search for fresh information/facts by consulting appropriate sources like documents or persons
- viii. Assembly procedure ,practice ,conventions ,traditions and etiquette

**LEGAL OFFICER II (1 Post) - Ref. No. CASB/05/2020**

**Salary Scale/Job Group- CASB 8/ 'L'.**

**Terms of Service: Permanent and Pensionable.**

**Requirement for Appointment.**

**For appointment to this position, a candidate must have:**

- i. Bachelor Degree in Laws (LLB) from recognized Institution.
- ii. Possess post graduate diploma from Kenya School of Law
- iii. Member of Law Society of Kenya
- iv. Have served in a comparable relevant position for a minimum period of three (3) years in public service or in private legal practice
- v. Demonstrate flair understanding of governance and parliamentary procedures
- vi. Be admitted as an Advocate of the High court of Kenya
- vii. Be in possession of current practicing certificate, and
- viii. Have Proficiency in Computer Application.

**Duties and Responsibilities.**

The Legal Services entails Provision of Non-Partisan Professional Legal Services to Members and Staff of County Assembly and to the CASB.

The following entails duties of Legal Officer.

- i. Offer legal technical support to committees, members and the Service Board.
- ii. Undertake legal research on assigned legal issues and procedural matters
- iii. Analyze legal research data and compile reports
- iv. Prepare preliminary legal documents and instruments in liaison with immediate supervisor
- v. Drafting proposed legislations including review of enacted draft bills
- vi. Ensuring institutional legal compliance with the constitution and other laws
- vii. Any other lawful duties that may be assigned from time to time

**LEGAL CLERK ASSISTANT I (1 Post) - Ref. No. CASB/06/2020**

**Salary Scale/Job Group- CASB 9/ 'K'.**

**Terms of Service: Permanent and Pensionable.**

**Requirement for Appointment.**

**For appointment to this position, a candidate must have:**

- i. Bachelor Degree in Laws (LLB) from recognized Institution.
- ii. Proficiency in computer applications
- iii. Registered process server
- iv. Demonstrates integrity and professional competence
- v. Minimum of 2 years of relevant work experience

### **Duties and Responsibilities.**

An Officer at this level will be responsible to the Legal Officer II.

- i. Maintain an organized legal registry with a good record keeping and filing system
- ii. Coordinate filing and service of legal documents in courts during litigation
- iii. Undertake routine clerical legal errands to public offices, court registries and other relevant offices
- iv. Provide legal administrative support to the legal office for efficiency and enhance effectiveness
- v. Drafting correspondences and other administrative legal documents

**DEPUTY DIRECTOR - PUBLIC COMMUNICATION AND MEDIA RELATIONS (1 Post) - Ref. No. CASB/07/2020**

**Salary Scale/Job Group- CASB 4/ 'Q'.**

**Terms of Service: Permanent and Pensionable.**

### **Requirements for Appointment.**

**For appointment to this position, a candidate must have:**

- i. Masters degree in any of the following disciplines:- Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- ii. Bachelors degree in any of the following disciplines:- Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- iii. Minimum of 5 Years' experience; 2 (two) of which must be at senior management in a comparable organization;
- iv. Certificate in Management Course from a recognized institution;
- v. Proficiency in computer application skills;
- vi. Registration with a relevant professional body; and
- vii. Demonstrated professional competence and administrative capability in work performance and results.

### **Duties and Responsibilities.**

**Duties and responsibilities will entail:-**

- i. overseeing reviewing and developing of comprehensive public affairs and communications strategies;
- ii. overseeing corporate Communications;
- iii. advising the Assembly on the best media practices;
- iv. identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
- v. overseeing designing, innovating and recommending corporate materials for building Assembly's brand;
- vi. coordinating all the Assembly public functions; coordinating reviewing of the Assembly's corporate image;
- vii. ensuring that appropriate Public feedback mechanisms are in place;

- viii. coordinating Assembly's advertising and publicity;
- ix. ensuring maintenance of all public affairs and communications records and photographs;  
and
- x. managing and nurturing relations with critical stakeholders.

## **COMPLIANCE WITH CHAPTER SIX OF THE CONSTITUTION**

Applicants should obtain clearance certificates from the following Institutions as evidence of compliance with Chapter Six of the Constitution:

1. Directorate of Criminal Investigation
2. Ethics and Anticorruption Commission
3. Kenya Revenue Authority
4. Higher Education Loans Board
5. Credit Reference Bureau

## **APPLICATION PROCEDURE**

Interested and qualified candidates should deliver/send their applications to the Office of the Clerk of the County Assembly to be received on or before **Monday, 31<sup>st</sup> August 2020** during working hours.

Application letters which must include copies of Academic and professional certificates, copy of ID card and other testimonials should be addressed to:

**The Secretary/CEO**  
**County Assembly Service Board**  
**P.O Box 159 – 30400**  
**KABARNET.**

The Reference Number of the Position advertised should be indicated on top of the envelope.