

Telegraphic Address

‘Bunge’, Maralal

Telephone

Fax:.....

Email: info@samburuassembly.go.ke



County Assembly of Samburu

Assembly Building

P.O. Box 3 - 20600

Maralal,

Kenya.

COUNTY ASSEMBLY OF SAMBURU

JOB ADVERTISEMENT SBU/CAS/ADVT/07/07/2025

The County Assembly Service Board is a body corporate established under section 12 of County Government Act, 2012 read together with section 4 of County Assembly Service Act, 2017. The Samburu County Assembly Service Board seeks to recruit qualified individuals externally to fill the following vacant positions in the County Assembly Staff Establishment.

SBU/CAS/ADVT/001/2025 Deputy Clerk

Job Purpose

Deputize the Clerk of the County Assembly in the performance of all official functions, general supervision of all directorates, and oversight of proceedings of the County Assembly and provide procedural advice to the Speaker and Members of County Assembly to meet the Representation, Legislative, and Oversight mandates of the County Assembly.

Key Responsibilities/ Duties / Tasks

- i. Deputizing the Clerk of the Assembly/Secretary to the County Assembly Service Board;
- ii. 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;
- iii. General supervision of all Directorates;
- iv. Coordination of external relations including international relations, inter-parliamentary relations, conferences and protocol affairs;

- v. Coordination of programs for enhancing public understanding and knowledge of the work of the Assembly, increasing public accessibility, awareness and its operations;
- 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. Helps in coordinating the management of County Assembly resources to enhance accountability, transparency and prudence utilization of allocated resources in accordance with PFM Act, 2012;
- x. Helps in coordinating the development and implementation of the County Assembly Annual Plans and budget;
- xi. Helps in overseeing all administrative functions as well as facilities to ensure consistent operations in the County Assembly;
- xii. 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.

Requirements for Appointment

- I. Bachelor's degree in any of the Social Sciences or its equivalent from an institution recognized in Kenya;
- II. Master's degree in any Social Sciences or its equivalent from an institution recognized in Kenya will be an added advantage;
- III. Demonstrate integrity and professional competence as reflected in work performance and results
- IV. Attended a Strategic Leadership Development Course from a recognized institution lasting not less than six weeks;
- V. Ten (10) years relevant work experience five (5) years of which must have served as a Director in any comparable position in public/private;
- VI. Shown proven and enduring flair for parliamentary procedure and practice and have wide experience on the roles, functions and operation of the Assembly through exhaustive service in all spheres of the Assembly.

Job Purpose

Identify, liaise with Strategic Partners, draw and follow up proposals. He will also be responsible for maintaining good relationship with partners and ensure updated reports on timely basis

Key Responsibilities/ Duties / Tasks

- i. Maintaining effective liaison with external partners and donors
- ii. Identification and exploitation of funding opportunities for the Assembly
- iii. Management of partner visits to the Assembly from time to time.
- iv. Maintaining close and effective liaison with partners including informing donors on significant context changes
- v. Ensuring that the County Assembly is compliant with funding and accountability requirements
- vi. Overseeing, reviewing and developing of comprehensive public affairs and communications strategies
- vii. Overseeing corporate communications;
- viii. Coordinating provision of protocol services in accordance with National policies, practices and international norms and conventions
- ix. Coordinating all the Assembly public functions;

Requirements for Appointment

- VII. Bachelor's degree in any of the Social Sciences or its equivalent from an institution recognized in Kenya;
- VIII. Attended a Senior Management Course from a recognized institution lasting not less than four weeks;
- IX. Demonstrate integrity and professional competence as reflected in work performance and results
- X. Excellent networking and inter personal skills, able to communicate requirements and negotiate deliverables with other teams
- XI. Five years' relevant work experience of which 3 must have served as a senior Officer in

- any comparable position in public/private sector,
- XII. Shown proven and enduring flair for parliamentary procedure and practice and have wide experience on the roles, functions and operation of the Assembly through exhaustive service in all spheres of the Assembly.

For more details on the above positions, visit our website www.samburuassembly.go.ke

How to Apply

- i. Applications must consist of detailed CV, copy of National Identity Card/Passport, copies of Academic and Professional Certificates and Testimonials.
- ii. All applications should be received on or before 28th July, 2025
- iii. Applications can be submitted through info@samburuassembly.go.ke or hard copies delivered to;

The Secretary, County Assembly Service Board
County Assembly of Samburu
P.O. Box 3-20600
Maralal.

- iv. Only shortlisted candidates will be contacted. They will be required to submit the following documents;
 - a. A valid tax compliance certificate from the Kenya Revenue Authority.
 - b. A valid Certificate of good conduct from the DCI
 - c. Clearance Certificate from Higher Education Loans Board
 - d. Clearance Certificate from Ethics and Anti-Corruption Commission

The County Assembly of Samburu is an Equal Opportunity Employer.

Lenapeer Fred

The Clerk/Secretary County Assembly of Samburu Service Board

Cc: Chairperson, County Assembly Service Board