

REPUBLIC OF KENYA



MANDERA COUNTY ASSEMBLY SERVICE BOARD

VACCANCIES

**MANDERA COUNTY ASSEMBLY SERVICE BOARD WISHES TO RECRUIT
COMPETENT AND QUALIFIED PERSONS TO FILL THE FOLLOWING POSITIONS**

**Mandera County Assembly Service Board invites application from suitable qualified
Kenya Citizens to fill the following vacant positions**

**PRINCIPAL LEGAL COUNSEL DRAFTING SERVICES/LITIGATION, REF. NO:
MCA/001/2019/2020 (MCASB10/JG Q) 1 POSITION**

(a) Duties and Responsibilities

An officer at this level shall be supervised by the Clerk of the Assembly and shall be responsible for performing the following duties

- i. Drafting of Members' Bills
- ii. Managing petitions to the Assembly and conducting public participation on Legislation.
- iii. Legal interpretation of Acts and Bills
- iv. Providing appropriate legal advice to the County Assembly and its Committees;
- v. Providing any other legal services that may be required by the Clerk, Speaker, Committees, CASB or the County Assembly;
- vi. Ensuring that Acts passed by County Assembly comply with the Constitution;
- vii. Liaising with the Office of the Attorney General on litigation matters involving County assembly;
- viii. Litigation management, legal representation of County Assembly and the CASB in court proceedings;
- ix. Custodian of all Parliamentary papers presented in the house in the course of debate;
- x. Such other relevant duties as may be assigned by the Clerk

b) REQUIREMENTS FOR APPOINTMENT

- i. Have a Bachelor of Laws degree from recognized University
- ii. An Advocate of the High Court of Kenya;
- iii. A holder of postgraduate diploma in law from Kenya school of law
- iv. A holder of a valid practicing certificate for the year 2019;
- v. Proficiency in computer applications skills
- vi. Have Drafting Services/Litigation experience of a minimum period of five (5) years.
- vii. Have good interpersonal, Communication and negotiation skills

**LEGAL COUNSEL I /DRAFTING SERVICES/LITIGATION, REF. No:
MCA/002/2019/2020 (MCASB8/JG N 1 POSITION)**

(a) Duties and Responsibilities

The Principal Legal Counsel shall supervise an officer at this level the duties include:-

- i. Assist in drafting of Members' Bills
- ii. Managing petitions to the Assembly and conducting public participation on Legislation
- iii. Giving legal interpretation of Acts and Bills
- iv. Providing appropriate legal advice to the County Assembly and its Committees;
- v. Providing any other legal services that may be required by the Clerk, Speaker, Committees, CASB or the County Assembly
- vi. Legal representation of the County Assembly and the CASB in Court proceedings;
- vii. Giving of legal opinions on matters before the Assembly and its Committees;
- viii. Undertaking legal research on matters before the Assembly and its committees;
- ix. Offering professional, legal advice to the Speaker, County Assembly Service Board members, honorable members and staff on parliamentary procedure on matters of tradition, practices, conventions and etiquette;
- x. Such other relevant duties as may be assigned by Head of department

(b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must-

- i. Have a Bachelor of Laws degree from a recognized institution
- ii. A holder postgraduate diploma in law from Kenya school of law
- iii. Have been admitted as an Advocate of the High Court of Kenya
- iv. Be Proficient in computer applications skills.
- v. Holder of current practicing certificate
- vi. Have Drafting Services/Litigation experience of a minimum period of three (3) years;

LEGAL CLERK, REF. No: MCA/003/2019/2020 (MCASB 7/JG M 2 POSITIONS)

Duties and responsibilities

- i. Drafting and filing legal documents in registries.
- ii. Coordinate filing of legal documents in Courts of Law.
- iii. Undertake routine errands to public registries, courts and other relevant offices.
- iv. Assist in Assembly Committees
- v. Undertake any other duty as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must-

- i. Have a Bachelor of Laws degree from a recognized institution
- ii. Be Proficient in computer applications skills.
- iii. Proficient in English language;
- iv. Have work experience for a minimum period of two (2) years;

SENIOR INTERNAL AUDITOR, REF. No: MCA/004/2019/2020 ;(MCASB9/ JG P 1 POSITION)

a) Duties and Responsibilities

An officer at this level will be responsible functionally to the CASB and Audit Committees and administratively to the Clerk for efficient management of the Internal Audit Department and responsibilities entails-

- i. Planning and coordinating internal audit activities; ensuring adherence of accounting procedures;
- ii. Developing and reviewing audit management systems;
- iii. Verifying final audit reports/queries on financial statements;
- iv. Directing and monitoring audit inspections of the County Assembly's records;
- v. Reviewing audit programmes and work plans for the County Assembly; and generating periodic audit reports;
- vi. Verifying the accuracy and disclosures in financial statements; evaluating and documenting audit evidence;
- vii. Ascertaining the adequacy of the County Assembly's internal control and providing remedial advice.

(b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must;-

- i. Have Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;
- ii. Be a registered member of Institute of Certified Public Accountants of Kenya (ICPAK). Membership of the following professional bodies will be an added advantage:-Institute of Internal Auditors (IIA), or Certified Information Systems Auditor (CISA);
- iii. Have a Proficiency in computer application skills and demonstrate proficiency in computer use and applications; and
- iv. Demonstrate managerial, administrative and professional competence.
- v. Have working experience of a minimum period of five (5) years in an audit firm or comparable public institution.
- vi. Have good interpersonal and communication skills

INTERNAL AUDITOR II, REF. No: MCA/005/2019/2020; (MCASB7 JG M 1 POSITION)

a) Duties and Responsibilities

An officer at this level will be supervised by Senior Internal Auditor and duties and responsibilities entails

- i. Carryout Audit inspection of County Assemblies records and Identify any accounting errors
- ii. Collecting data on periodical returns, estimate and expenditure
- iii. Examining vouchers, cash books, ledgers confirming the propriety and accuracy of the transaction

- iv. Validating financial statements and undertaking audit inspection at the County Assembly
- v. Such other relevant duties as may be assigned by Senior Internal Auditor

b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must possess;

- i. Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;
- ii. Certified Public Accountant (CPA) Kenya Part three (III) or Certified Internal Auditors (CIA) part four (4) from recognized institutions
- iii. Proficiency in computer application skills
- iv. Have served in comparable positions for a minimum period of three (3) years, and demonstrated professional competence.

SENIOR ICT OFFICER REF. No: MCA/006/2019/2020 (MCASB 9/GJ P) (1Position)

An officer at this level shall be supervised by the Clerk and is in-charge of the ICT department

(a) Duties and Responsibilities

- i. Implement County Assembly's ICT Strategy and ensuring continuous improvement of ICT Applications
- ii. Develop and implement the County Assembly's ICT Policy
- iii. Supervise installation and configuration of local area Network and wide area network.
- iv. Developing and updating application systems.
- v. Carry out system analysis, design and programme specification in liaison with users.
- vi. Oversee the process of configuration of new Information Communication Technology equipment.
- vii. Maintenance of computer systems.
- viii. Carrying out repairs and maintenance of Information Communications Technology equipment and associated peripherals.
- ix. Analyzing, Designing, Coding and Testing of ICT systems including program development and debugging
- x. Providing User support and trainings
- xi. Verification, validation and certification of Information Communication Technology equipments.
- xii. Maintain up-to-date interactive Assembly website
- xiii. Such other relevant duties as may be assigned by the clerk

(b) REQUIREMENT FOR APPOINTMENT

For appointment to this grade, a candidate must have;

- i. Bachelor's degree in any of the following disciplines;-Computer science, Information technology, Business information technology or any other equivalent qualification from recognized institutions.

- ii. Certificate in any of the following; MCSE/MCITP or CCNA
- iii. Have working experience for a minimum of five (5) years.
- iv. Have interpersonal and communication skills
- v.

ICT OFFICER I REF. No: MCA/007/2019/2020 (MCASB 8 JG N) (2 POSITIONS)

a) Duties and Responsibilities

- i. Assist Senior ICT officer in the proper management of the Assembly ICT infrastructure
- ii. Installation and configuration of local area Network and wide area network.
- iii. Developing and updating application systems.
- iv. Carry out system analysis, design and programme specification in liaison with users.
- v. Assist in the process of configuration of new information communication technology equipment and associated peripherals
- vi. Maintenance of computer systems.
- vii. Carrying out repairs and maintenance of Information communications technology equipment and associated peripherals.
- viii. Assist in verification, validation and certification of Information Communication Technology equipment.
- ix. Such other relevant duties as may be assigned by the Senior ICT officer

(b) REQUIREMENT FOR APPOINTMENT

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

- i. Bachelor's degree in any of the following disciplines;-Computer science, Information technology, Business information technology or any other equivalent qualification from recognized institutions.
- ii. Certificate in any of the following; MCSE/MCITP or CCNA is added advantage
- iii. Demonstrated merit and ability as reflected in the work performance and result.
- iv. Have working experience for a minimum of three (3) years.

BUDGET AND FISCAL ANALYST DEPARTMENT

FISCAL ANALYST I, REF. No: MCA/008/2019/2020 (MCASB8 JG N 2 POSITIONS)

a) Duties and Responsibilities :-

The Principal Budget Officer supervises an officer at this level and the holder will be responsible for performing the following: -

- i. Preparing and analyzing the delivery of budgetary information to Members and relevant House Committees;
- ii. Collecting and collating budgetary information from various sources for analysis;
- iii. Maintaining relevant statistics on public revenue and expenditure figures; carrying out commissioned Budget research on specific area of interest
- iv. Assessing the strengths and weaknesses of the County Government policy option relating to resource mobilization, allocation and utilization;

- v. Conducting budget research and summarize the finding in form of a report detailing programs, procedures and recommendation;
- vi. Monitoring and evaluation of County Government Budget implantation in assigned sector(s)
- vii. Such other relevant duties as may be assigned by Head of department

b) REQUIREMENTS FOR APPOINTMENT

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

- i. Bachelor's degree in any of the following disciplines;- Economics, Statistics Mathematics or any other equivalent qualification from a recognized institution;
- ii. Proficiency in computer application skills; and
- iii. Demonstrate managerial, administrative and professional skills in work performance.
- iv. Have working experience for a minimum period of three (3) years.

FINANCE DEPARTMENT

ACCOUNTANT I, REF. No: MCA/009/2019/2020 (MCASB8/JG N) (1 POSITION)

a) Duties and Responsibilities

The Principal Finance Officer supervise an officer at this level and the holder shall be responsible for performing the following: -

- i. Formulating accounting information for decision making
- ii. Approving payments; monitoring expenditures based on approved budgets;
- iii. Application of sound principles, systems and techniques in accounting for finances, assets, revenue, expenditure and costs;
- iv. Overseeing the accounting of special funds, programmes and project funds;
- v. Ensuring the application of Generally Accepted Accounting Principles (GAAPs) including the International Public Sector Accounting Standards (IPSAS) techniques in accounting for County Assembly's finances, assets, revenue, expenditure and costs;
- vi. And applying sound principles, systems and techniques in accounting for finances, assets, revenue, expenditure and costs.
- vii. Such other relevant duties as may be assigned from time to time

b) REQUIREMENTS FOR APPOINTMENT

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

- i. Bachelor's degree in any of the following disciplines:-Commerce (Accounting/Finance Option), Economics, Business Administration, Business Management or any other equivalent qualification from a recognized institution.
- ii. Part III of Certified Public Accountants of Kenya (CPAK);
- iii. Registered with Institute of Public Accountants (ICPAK) Kenya;
- iv. Proficiency in computer application skills; and
- v. Demonstrate managerial, administrative and professional competence in work performance.
- vi. Have working experience for a minimum period of three (3) years.

CLERK'S DEPARTMENT

CLERK ASSISTANT II; REF. No: MCA/010/2019/2020 (MCASB 7 JG M) (4 POSITIONS)

a) Duties and responsibilities

An officer in this level shall report and be supervised by a senior Clerk. The Officers shall be assigned duties within the department of legislative and procedure services or assigned to particular committees and shall be required to:-

- i. Undertake County Assembly Procedures, practices, conventions, traditions and etiquette as well as Committee administration and management
- ii. Searching for fresh information/facts by consulting appropriate sources like documents and persons
- iii. Offering administrative services to various types of County Assembly Committees including County Assembly Service Board
- iv. Preparations of minutes, letters and reports for the Committees
- v. Preparation of order papers, draft motions and statements for members
- vi. Such other relevant duties that may be assigned by the Head of department or the Clerk,

b) REQUIREMENTS FOR APPOINTMENT

The applicant must have a minimum of the following:-

- i. Bachelor's 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.
- iii. Have attained C+ in English / Kiswahili language in K.C.S.E
- iv. Have working experience for a minimum period of four (4) years
- v. Have excellent written and oral communication skills

CLERK ASSISTANT III; REF. No: MCA/011/2019/2020 (MCASB 6 JG L) (2 POSITIONS)

b) Duties and responsibilities

An officer in this level shall report and be supervised by senior Clerk. The Officers shall be assigned duties within the department of legislative and procedure services or assigned to particular committees and shall be required to:-

- i. Undertake County Assembly Procedures, practices, conventions, traditions and etiquette as well as Committee administration and management
- ii. Searching for fresh information/facts by consulting appropriate sources like documents and persons
- iii. Offering administrative services to various types of County Assembly Committees including County Assembly Service Board
- iv. Preparations of minutes, letters and reports for the Committees
- v. Preparation of order papers, draft motions and statements for members
- vi. Such other relevant duties that may be assigned by the Head of department or the Clerk,

b) REQUIREMENTS FOR APPOINTMENT

The applicant must have a minimum of the following:-

- i. Bachelor's 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.
- iii. Have attained C Plain in English/Kiswahili language in K.C.S.E
- iv. Have working experience for a minimum period of two (2) years
- v. Have excellent written and oral communication skills

SERJEANT- AT-ARMS DEPARTMENT

SERJEANT- AT-ARMS II REF. No: MCA/012/2019/2020 (MCASB7/JG M) (2 POSITIONS)

a) Duties and responsibilities

An officer at this level will be supervised by the Principal Sergeant At-Arms and be responsible for the smooth management of assigned Assembly building, function sittings and perform the following;

- i. Ensure safe custody of the mace.
- ii. Ensuring safety and security of the assembly premises,
- iii. Controlling of authorized parking to ensure order in the County Assembly premises.
- iv. Perform Chamber and ceremonial duties as per the laid down guidelines.
- v. Receiving visitors to the Assembly and directing them to the respective staff or department in the County Assembly.
- vi. Ensure cleanliness of the Assembly premises in accordance with the Assembly policies and procedures.
- vii. Ensuring that CCTV cameras are functional and are well manned.
- viii. Ensuring that conference facilitation are availed and secured especially when committee are in session within and outside of the Assembly
- ix. Such other relevant duties as may be assigned by the head of department or the Clerk

(b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must-

- i. Have Bachelor's Degree in Security Management/Investigations and Forensic studies from a recognized institution
- ii. Have certificate in First Aid skills
- iii. Have served in the disciplined forces for a period of not less than five (5) years and possess an exemplary service certificate

**SECURITY WARDEN I/COMMISSIONNAIRE I REF. No: MCA/013/2019/2020
(MCASB5/JG K) (3 POSITIONS)**

(a) Duties and responsibilities

An officer at this level will be supervised by Assistant Sergeant At-Arms and responsible for the smooth management of assigned Assembly building, function, sitting and perform the following: -

- i. Undertake Chamber and ceremonial duties.
- ii. Liaising and coordinating with other security agencies during committee tours and facilitation of committee duties.
- iii. Assist in maintaining security within the County Assembly precincts
- iv. Controlling all the vehicle traffic and their parking;
- v. Screening and Issue of entry badges to visitors, storing visitor's baggage and ensure safe Keeping.
- vi. Perform periodical security night shift
- vii. Such other relevant duties as may be assigned by the head of department or the clerk

(b) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must-

- i. Be in possession of a First Aid certificate
- ii. Have shown merit and ability in work performance and results and
- iii. Be in a possession of Diploma in relevant discipline from recognized institution.
- iv. Must have served in discipline forces and possess an exemplarily service certificate
- v. Have working experience for a minimum period of three (3) years.

**HANSARD REPORTER II, REF. No: MCA/014/2019/2020 MCA (MCASB 7/JG M) (2
POSITIONS)**

a) Duties and Responsibilities

- i. Undertake independent verbatim reporting of County Assembly proceeding and those of relevant committees /functions within or outside the County Assembly.
- ii. Prepare transcripts for editing, sorting, checking transcripts from fellow officers and amending as necessary.
- iii. Assisting in classification, custody, archiving, and retrieval and cross checking of documents against references.
- iv. Ensure timely and accurate transcription of Assembly proceedings.
- v. Assist in drafting duty schedules for Audio Officers .
- vi. Such other relevant duties as may be assigned by the clerk

b) REQUIREMENT FOR APPOINTMENT

For appointment to this grade, a candidate must have;

- i. Bachelor's degree of Arts in linguistics majoring in English /Kiswahili from recognized University/institutions.
- ii. Have attained C+ in English language in K.C.S.E

- iii. A higher National Diploma in secretarial studies(KNEC) with typing II(50 w.p.m)/Short hand III, Audio-typing I&II is an added advantage
- iv. Demonstrate knowledge of the working of Hansard reporting, Legislative proceeding and committee systems.
- v. Demonstrate good command of both English and Kiswahili
- vi. Have working experience for a minimum period of three (3) years.

HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

ADMINISTRATION OFFICER II REF. No: MCA/015/2019/2020 (MCASB7 JG M 1 POSITION)

a) Duties and Responsibilities

- i. Identifying and recommending proper office accommodation within the Assembly;
- ii. Facilitating the location and movement of equipment
- iii. Ensuring office machines are serviceable
- iv. Implement administration policies.
- v. Provide cross-functional liaison for administrative matters and coordinating renewable insurance policies / visas/Transport licensing Board certificates
- vi. Monitoring the location of the equipment and providing transport and logistics
- vii. Making proposal for rental management and safeguarding County Assembly assets.
- viii. Be a liaison person for insurance matters.
- ix. Such other relevant duties as may be assigned by the Head of department

b) REQUIREMENTS FOR APPOINTMENT

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

- i. Bachelor's degree in any of the following disciplines:- Public Administration, Human Resource Management, Communications, or its equivalent qualification from a recognized institution;
- ii. Membership in registered professional body/association;
- iii. Proficiency in computer applications skills; and
- iv. Demonstrate administrative, integrity and professional competence in work performance and results and exhibited a thorough understanding of national Goals, policies and objective.
- v. Experience of three (3) years in related field

PROTOCOL OFFICER REF. No: MCA/016/2019/2020 (MCASB 6/JG L 1 POSITION)

The office holder shall work directly under and report to Personal Assistant to the Speaker

Duties and responsibilities

- i. Organizing and preparing the Hon. Speaker for meetings;
- ii. Managing social events as the Hon. Speaker may direct.
- iii. Promote harmony and co-existence among staff serving in the speaker's office.
- iv. Working closely with the Personal Assistant to the Speaker in managing and directing visitors and guests to the Office of the Speaker

REQUIREMENTS FOR APPOINTMENT;

- i. Diploma in mass communication, journalism, Public Relations or Corporate Communication, Human resources or its equivalent qualification from a recognized institution;
- ii. Proficient in ICT tools;
- iii. Relevant progressive work experience of not less than 5 (five) years.
- iv. Good interpersonal skills and a team player

RECORDS MANAGEMENT OFFICER III/ARCHIVIST; REF. No:

MCA/017/2019/2020 MCASB6/ JG L 2 POSITIONS)

a) DUTIES AND RESPONSIBILITIES

Reporting to the Human Resources Manager, the officer will;-

- i. Implement policies, norms and procedures for records management in the Assembly.
- ii. Implement Assembly records and archives management system in accordance with the establishment statutory and policy requirement;
- iii. Initiate electronic records management program and advice the Assembly on the legal and regulatory requirement in regards management.
- iv. Sustaining the general cleanliness and neatness of the registry.
- v. Sorting, filing and dispatching correspondences.
- vi. Preparing disposal schedules and disposing dead files in accordance with relevant government regulations.
- vii. Such other relevant duties as may be assigned by Head of department

b) REQUIREMENT FOR APPOINTMENT

- i. A Bachelor's Degree in information science, Records management, Archival studies/records and Archives management or any other related course.
- ii. A diploma in information science with a bias in records management and/ or Postgraduate diploma in archival studies /records and archives management or its equivalent will be an added advantage.
- iii. Proficiency in computer skills;
- iv. High degree of integrity, a team player with effective communication skills including demonstrated ability to his /her own work plan.
- v. At least 3years previous experience with electronic records management;

MAINTENANCE/TECHNICIAN II; REF. No: MCA/018/2019/2020 (MCASB4/

JG G) (1 POSITION)

a) Duties and Responsibilities

An officer in this level be supervised by Administration Officer and shall be responsible for

- i. Repair and maintenance of plants, machinery, motor vehicle and office equipment
- ii. Assessing of mechanical defects of Assembly's plants, motor vehicles and other assets on timely basis
- iii. Conducting pre-inspection and post-inspection functions and generating relevant reports in consultation with relevant Government departments
- iv. Prepare and execute routine service maintenance schedules.
- v. Such other relevant duties as may be assigned by county Assembly Service Board

b) REQUIREMENTS FOR APPOINTMENT

- i. The national /ordinary Diploma in mechanical engineering from KNEC/or other approved equivalent qualifications from recognized institutions.
- ii. Shown merit work performance.
- iii. Previous engagements in such positions is added advantage.
- iv. Have working experience of three years.

LIASION OFFICERS REF. No: MCA/019/2019/2020 (MCASB 9 JG P 6 POSITIONS)

a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities entails:-

- i. Maintain thorough knowledge of the County Assembly mandate, as well as an understanding of how it impacts the other entities and stakeholders
- ii. Assist in Monitoring, coordinating and communicating strategic objectives of the Assembly.
- iii. Prepare grounds for Public Participation by mobilizing stakeholders and providing necessary materials in advance
- iv. Coordinate submission of written memoranda at Sub County and ward level.
- v. Assist in ensuring the mandate of the County Assembly is appreciated at the grassroots level.
- vi. Oversee non- partisan staff at ward level
- vii. Promptly respond to incidents and other event as necessary

b) REQUIREMENTS FOR APPOINTMENTS

For appointment to this grade, an officer must;-

- i. Have Bachelor's degree in any of the following disciplines: - Sociology, Social works, Community Development or related field from recognized institutions with 7 years experiences.
- ii. Has a good knowledge and dynamics of Mandera County Government
- iii. Excellent mobilization skills and good report writing
- iv. Demonstrate ability to represent the Assembly at the Community level.
- v. Customer-oriented attitude
- vi. Ability work under high pressure and with minimum supervision.

NB Terms of service;- One year contract

ASSISTANT LIASION OFFICERS ; REF. No: MCA/020/2019/2020 (MCASB 7 JG M) (4 POSITIONS)

a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities entails:

- i. Maintain thorough knowledge of the County Assembly mandate, as well as an understanding of how it impacts the other entities and stakeholders
- ii. Assist in Monitoring, coordinating and communicating strategic objectives of the Assembly.
- iii. Prepare grounds for Public Participation by mobilizing stakeholders and providing necessary materials in advance
- iv. Coordinate submission of written memoranda at Sub County and ward level.

- v. Assist in ensuring the mandate of the County Assembly is appreciated at the grassroots level.
- vi. Oversee non- partisan staff at ward level

b) REQUIREMENTS FOR APPOINTMENTS

For appointment to this grade, an officer must;-

- i. Have Diploma in any of the following disciplines:- Sociology, Social works, Community Development or related field from recognized institutions with five (5)years experiences.
- ii. Has a good understanding of the County of Mandera.
- iii. Excellent mobilization skills and good report writing
- iv. Demonstrate ability to represent the Assembly at the Community level.
- v. Ability to work under high pressure and with minimum supervision.

NB Terms of service;-one year

Mandera County Assembly also wishes to recruit competent and qualified persons to fill the following four (4) vacant positions pursuant to section155 (5) of Public Finance Management Act of 2012, Regulation no.167 (1) of Public Finance Management Regulations 2015 and Legal Notice No. 2690 of 15th April 2016.

Duties and Responsibilities for the Audit Committee

- i. Evaluate whether processes are in place to address key roles and responsibilities in relation to risk management.
- ii. Evaluate the adequacy of the control environment to provide reasonable assurance that the systems of internal control are of a high standard and functioning as intended.
- iii. Perform an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process.
- iv. Monitor the effectiveness of the County Government’s performance information and compliance with the performance management framework and performance reporting requirements.
- v. Evaluate the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting.
- vi. Engage with external audit and assessing the adequacy of management response to issues identified by audit.
- vii. Review the effectiveness of how the County Government monitors compliance with relevant legislative and regulatory requirements and promotes a culture committed to lawful and ethical behavior.

**CHAIRPERSON-COUNTY ASSEMBLY AUDIT COMMITTEE ; REF. NO:
MCA/021/2019/2020 (1 POSITION)**

Interested candidates should meet the following requirements:

- i. Be a Kenyan Citizen
- ii. Holder of a degree from a recognized university with a minimum of seven (7) years' experience in Financial Management and Audit.
- iii. Accounting experience in Public Service or devolved system of government.
- iv. Knowledge in risk management
- v. Must be a member of the relevant professional body i.e ICPAK, IPSK, ACFE

**MEMBER-COUNTY ASSEMBLY AUDIT COMMITTEE ; REF. No:
MCA/022/2019/2020 (3 POSITIONS)**

Interested candidates should meet the following requirements:

Holder of a degree from a recognized university with a minimum of seven (7) years' experience in any of the following fields;

Accounting
Economics
Security/Risk Management
Law
Human Resource
Procurement
Management

Other qualifications:

The members of the Audit Committee should;

- i. Have good understanding of County Government operations, financial management, reporting and auditing.
- ii. Have good understanding of the objects, principals and functions of devolved Governments under the Constitution of Kenya 2010 and County Governments Act No. 12 of 2012.
- iii. Must meet the requirements of Chapter Six of the Constitution of Kenya 2010.
- iv. Must be affiliate to professional bodies e.g ICPAK, ICPSK, ACFE, LSKIIA, IEK or any other relevant body and be a member of good standing

TAKE NOTE THAT:

Members of the Audit Committee shall serve on part time basis for a period of three (3) years.

Allowances payable to members of the Audit Committee shall be determined by Salaries and Remuneration Commission

A person shall not be qualified for appointment as a member of the Audit Committee if the person:-

- a) Is a past or present employee of the County Government of Mandera
- b) Have served as an employee or an agent of a business entity, which has carried out business with the County Government of Mandera within the last two years.

NB:

1. Remuneration for all the positions will be as per the guidelines of Salaries and Remuneration Commissions.
2. Interested applicants are advised to acquire clearances from the following institutions:-Ø
 - Higher Education Loans Board,
 - Kenya Revenue Authority,
 - Ethics and Anti-Corruption Commission, attached to the applications.
 - Credit Reference Bureau.
 - The Directorate of Criminal Investigations.
3. Applications to be submitted in a sealed envelope clearly indicating reference number and the position applied for accompanied by Cover letter, Curriculum Vitae, Certificate/Testimonials, Identity Card or Passport and Chapter Six requirements and be addressed to the under mentioned office on or before Monday the 16th of September 2019 at 4.00 pm

**The Secretary
Mandera County Assembly Service Board
County Assembly Building
P.O.BOX 408
MANDERA**