

## COUNTY ASSEMBLY OF TAITA TAVETA

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### COUNTY ASSEMBLY SERVICE BOARD

#### SECOND ASSEMBLY – FOURTH SESSION

#### VACANCY ADVERTISEMENT

The County Assembly Service Board of Taita Taveta invites applications from suitably qualified persons for the positions indicated below.

#### SENIOR SERGEANT AT ARMS I – ONE (1) POSITION CASB 5

#### TERMS: PERMANENT AND PENSIONABLE

#### JOB DETAILS:

Reporting to the Chief Sergeant at Arms

#### a) Responsibilities will include:-

- 1) Enforcement of Speakers rules
- 2) Supervising and coordinating security services of the building
- 3) Performing chamber duties
- 4) Supervising Commissionaires and Security Wardens
- 5) Submission of periodical reports
- 6) Serving sermons to witnesses by hand delivery
- 7) Coordinating County Assembly Police
- 8) Investigating incidents
- 9) Identifying security threats
- 10) Conducting institutional risk assessment

#### b) Requirements for Appointment

- 1) Be a citizen of Kenya
- 2) Have served in the Kenya Police or Armed forces for a period not less than 2 years.
- 3) Be in possession of a Bachelor's degree from a recognized institution.

- 4) KCSE mean grade of C+ and above.
- 5) Be computer literate
- 6) Be in possession of an exemplary service certificate

### **LIBRARIAN III – ONE (1) POSITION CASB 9**

#### **TERMS: PERMANENT AND PENSIONABLE**

#### **JOB DETAILS:**

Reporting to the Principal Research & Information Officer

#### **a) Responsibilities will include: -**

- 1) Cataloguing, coding, classification of library materials and updating catalogues
- 2) Shelving new and returned books and other information materials and publications
- 3) Retrieving information from the library for use by clients
- 4) Collecting documents and archiving/ preserving information
- 5) Photocopying and circulating published materials
- 6) Digitization and organization of parliamentary papers including preparation of indexes and abstracts
- 7) Dissemination, maintaining and updating documentation databases
- 8) Such other relevant duties as may be assigned by the supervisor

#### **b) Requirements for Appointment**

- 1) Be a citizen of Kenya
- 2) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C with at least a C in Mathematics and either English or Kiswahili
- 3) Minimum of a degree in Library science, Information Science or any other relevant qualification from a recognized institution
- 4) A minimum of two (2) years' experience in a public library
- 5) Have thorough knowledge and understanding in techniques of professional library research, cataloguing, coding and indexing.

## **LEGAL CLERK – ONE (1) POSITION CASB 10**

### **TERMS: PERMANENT AND PENSIONABLE**

#### **JOB DETAILS:**

Reporting to the Principal Legal Officer

##### **a) Responsibilities will include: -**

- 1) Taking Hearing dates in all litigation matters involving the County Assembly or the County Assembly Service Board.
- 2) Facilitating service of Legal documents originating from the County Assembly.
- 3) Collecting, circulating and filing published Bills and Subsidiary Legislation.
- 4) Regular errands to public registries, Courts and other relevant areas as directed by the supervisor.
- 5) Filing Court documents and any other legal documents on behalf of the County Assembly.
- 6) Assist in drafting legal documents under the supervisor and direction of the supervisor.
- 7) Providing any other clerical services that may be required by the County Assembly.
- 8) Any other duty that may be assigned by the supervisor.

##### **b) Requirements for Appointment**

- 1) Diploma in Law from a recognized Institution.
- 2) Minimum Paralegal Training will be an added advantage.
- 3) At least 2 Years of working experience in the relevant field
- 4) Proficiency in Computer Application packages.
- 5) Possession of current Process Server's Certificate.

#### **How to apply**



**Interested and qualified candidates are requested to forward their applications with copies of:**

- 1) National Identification Card (ID) or valid passport.
- 2) Certificates and testimonials
- 3) Clearance Certificate from Higher Education Loans Board (HELB)
- 4) Certificate of Good Conduct
- 5) Clearance certificate from a Credit Reference Bureau (CRB) and
- 6) Clearance certificate from the Ethics and Anti- Corruption Commission (EACC)
- 7) Clearance certificate from Kenya Revenue Authority (KRA)

**Please note that:**

- Candidates should **NOT** attach original documents
- Only shortlisted and successful candidates will be contacted
- Canvassing in any form will lead to automatic disqualification

All applications should be addressed to:

**The Secretary,  
County Assembly Service Board,  
County Assembly of Taita Taveta,  
P.O. Box 1142- 80304,  
Wundanyi.**

or

**Email:** [clerk@taitatavetaassembly.go.ke](mailto:clerk@taitatavetaassembly.go.ke)

Or, be hand delivered to the Clerk's office, County Assembly precincts, Wundanyi, to be received on or before **18<sup>TH</sup> August, 2020, at 4:00 p.m.**



**SECRETARY/CLERK  
COUNTY ASSEMBLY SERVICE BOARD**

**Dated Saturday 1<sup>st</sup> August, 2020.**