

COUNTY ASSEMBLY OF TAITA TAVETA

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COUNTY ASSEMBLY SERVICE BOARD

SECOND ASSEMBLY – FIFTH SESSION

VACANCY ADVERTISEMENT

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

CLERK ASSISTANT III (2 POSTS) CASB 9

TERMS: PERMANENT AND PENSIONABLE

JOB DETAILS:

a) Responsibilities will include:-

- 1) Taking charge of Committee and arranging their Business
- 2) Taking minutes and writing reports of the Assembly Committees
- 3) Assisting in drafting Bills and Motions
- 4) Advising Committee Chairs' on procedural issues
- 5) Searching for fresh information/facts by consulting appropriate source like documents or persons Monitoring of House proceedings
- 6) Advising the Speaker and Members on the rules, practices and precedents of the Assembly
- 7) Preparing draft procedural rulings based on practice and precedents for approval by the Speaker
- 8) Keeping accurate records of the House votes and proceedings, motions, scripts and written procedure required for conduct of house business
- 9) Providing procedural and administrative support and maintaining committee records
- 10) .Providing logistics for the Committees

b) Requirements for Appointment

- 1) Be a citizen of Kenya
- 2) Be in possession of a Bachelor's degree in Economics, Public Administration, Law, Business Administration or Education from a recognized institution.
- 3) KCSE mean grade of C+ and above.
- 4) Be computer literate

OFFICE ASSISTANT III – (5 POSTS) CASB 12

TERMS: PERMANENT AND PENSIONABLE

JOB DETAILS:

a) Responsibilities will include: -

- 1) Cleaning of offices and lavatories
- 2) Collecting and disposing waste
- 3) Serving tea and collection of utensils
- 4) Dusting offices and ensuring habitable office conditions
- 5) Moving or carrying office equipment, furniture and ensuring orderly arrangement
- 6) Collecting and delivering documents/correspondents outside the organization
- 7) Delivering documents/correspondents within the organization
- 8) Dispatching letters

b) Requirements for Appointment

- 1) Be a citizen of Kenya
- 2) KCSE mean grade of D plain or its equivalent
- 3) Certificate of good conduct
- 4) Show merit and ability as reflected in work performance and results

COOK III – (1 POST) CASB 14

TERMS: PERMANENT AND PENSIONABLE

JOB DETAILS:

a) Responsibilities will include: -

- 1) Ensure all cutlery, crockery and silverware are cleaned after usage
- 2) Ensure the kitchen is cleaned and used items replenished
- 3) Assisting in food stock preparation

- 4) Operating kitchen equipment
- 5) Ensure garbage bins are emptied
- 6) Custodian of kitchen equipment
- 7) Ensuring efficient and effective use of cleaning materials
- 8) Responsible for proper use, security and cleanliness of kitchen accessories and equipment

b) Requirements for Appointment

- 1) Be a citizen of Kenya
- 2) KCSE mean grade of D plain or its equivalent
- 3) Show merit and ability as reflected in work performance and results

DRIVER GRADE III – (2 POSTS) CASB 11

TERMS: PERMANENT AND PENSIONABLE

JOB DETAILS:

a) Responsibilities will include: -

- 1) Driving a motor vehicle as authorized.
- 2) Maintenance of work ticket for vehicles assigned.
- 3) Detecting and reporting malfunctioning of vehicle system.
- 4) Maintaining cleanliness of the vehicle.
- 5) Ensuring security and safety of the vehicle on and off the road.
- 6) Carrying out routine checks on the vehicle's cooling, oil, electrical and brakes system.
- 7) Ensuring that the vehicle's insurance cover is always up to date.
- 8) Ensure safety of the passengers and goods therein.

b) Requirements for Appointment

- 1) Valid class BCE driving license free from any current endorsement.
- 2) KCSE certificate with a mean grade of D (Plain) or its equivalent.
- 3) Certificate of Good conduct.
- 4) Knowledge in basic mechanics
- 5) Work experience in driving for three (3) years

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

Or, be hand delivered to the Clerk's office, County Assembly precincts, Wundanyi, to be received on or before **19th July, 2021, at 4:00 p.m.**



**SECRETARY/CLERK
COUNTY ASSEMBLY SERVICE BOARD**

Dated Monday 28th June, 2021.