REPUBLIC OF KENYA
County Assembly Building
P. O. Box 487 – 10400, Nanyuki
Email: info@laikipiaassembly.go.ke

COUNTY ASSEMBLY OF LAIKIPIA

JOB VACANCY

Job Advertisement: **Clerk of County Assembly**
Position: Clerk of County Assembly of Laikipia
Closing Date: November 2, 2023

The County Assembly is seeking a dynamic and visionary leader to fill the pivotal role of **Clerk of County Assembly**. This position serves as the Chief Executive Officer, administrative head, and strategic driver of the Assembly Service.

Position Overview:
The Clerk plays a vital role in ensuring the efficient conduct of Assembly business, providing leadership, and upholding integrity and accountability. As the Secretary to the County Assembly Service Board, the Clerk oversees critical managerial, procedural, and strategic functions. This position exists to provide strategic, managerial and procedural direction and supports the operations of the County Assembly and is responsible for the initiation, coordination and harmonization of policies, legislation and strategies relating to the development and operation of the County Assembly. The Clerk is the Chief Executive Officer; administrative and technical head of the Assembly Service and is responsible to the Speaker and the County Assembly Service Board for the general operations and efficient conduct of the business of the Assembly Service. These functions derive from Section 13 (1) of the County Governments Act 2012, Sections 11 (1)(b) and 18 of the County Assembly Services Act, 2017.

Requirements:
The ideal candidate must:
- Be a Kenyan citizen.
- Possess a university degree or its equivalent.
- Demonstrate a minimum of 5 years of relevant professional experience.
- Exemplify leadership and integrity in accordance with Chapter Six of the Constitution.
- Hold a Certificate in computer applications.

Advantageous Qualifications:
Candidates with the following qualifications will have an added advantage:
- Master's degree from a recognized university in Kenya.
- Certificate in Strategic Leadership Development Programme from a recognized institution.
- Knowledge in public finance, administration, and corporate governance.
- A track record of merit, ability, integrity, and professional competence as evidenced by work performance and results.

Application Procedure:
Interested and qualified candidates are invited to apply following these steps:
1. Duly fill and submit the "Application for Employment" Form available on the County Assembly Website.
2. Prepare a comprehensive cover letter outlining your suitability for the role.
3. Provide a detailed Curriculum Vitae (CV).
4. Include copies of your academic and professional certificates.

Applicants are advised to visit our website **www.laikipiaassembly.go.ke** for more details about this position. Applicants may apply either online or submit hard copies of their applications.

In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

All applicants must meet the requirements of Chapter Six (6) of the Constitution of Kenya.

The County Assembly of Laikipia is an equal opportunity employer; women, people from

marginalized areas and Persons living with disabilities are encouraged to apply.

All soft copy applications to be sent to **applications@laikipiaassembly.go.ke**. All hard copy applications should be submitted to:

THE CHAIRPERSON
COUNTY ASSEMBLY SERVICE BOARD OF LAIKIPIA
NANYUKI COUNTY ASSEMBLY BUILDING
SPEAKER'S CHAMBER, 2ND FLOOR
P.O BOX 487-10400, NANYUKI.

Applications should reach the office of the Chairperson, County Assembly Service Board of Laikipia on or before **November 2, 2023 by 5.00pm**.