Job Advertisement

Position: Deputy Clerk Administrative services.

The Laikipia County Assembly Service Board invites applications from qualified and experienced individuals for the position of Deputy Clerk Administrative services. The successful candidate will be responsible for providing strategic leadership and effective management of administrative functions within the County Assembly.

Key Responsibilities:

1. Administrative Oversight: Provide leadership in the administration of the County Assembly, ensuring compliance with relevant regulations and overseeing day-to-day operations.

2. Logistical Support: Coordinate logistical support for Assembly activities, including halls availability, games and sports, cleaning and maintenance, transport and fuel, board and staff meetings, and official events.

3. Records Management: Ensure proper documentation and maintenance of records related to the County Assembly's activities, including minutes, resolutions, and other official documents.

4. Security and Safety: Implement measures to ensure the security and safety of the County Assembly premises, members, and staff including management of Health and Safety.

5. Coordination with Committees Collaborate with various committees within the Assembly including staff committees: to facilitate their work and ensure smooth coordination of activities.

6. Public Relations: Handle communication and public relations matters for the County Assembly, both internally and externally.

7. Inter-Governmental Relations: Collaborate with other county government offices and relevant stakeholders to foster effective inter-governmental relations.

Requirements :

1. Bachelor’s degree in Administration, Public Administration, or a related field.
2. Minimum of 5 years of relevant experience in a managerial/administrative role.
3. Knowledge of public service operation and systems
4. meet the requirements of leadership and integrity set out in Chapter Six of the Constitution.
5. Certificate in Strategic Leadership Development Programme from a recognized institution;
6. Knowledge in public finance, administration and corporate governance; and
7. Demonstrated merit, ability, integrity and professional competence as reflected in work performance and results.

Application Deadline: December 31st, 2023

Interested candidates should submit their detailed CV, application letter, and copies of relevant identification, academic, professional, and testimonial documents to the Chairperson, County Assembly Service Board, Laikipia County Assembly, P. O. Box 487 Nanyuki OR applications@laikipiaassembly.go.ke.

Note: Only shortlisted candidates will be contacted. Laikipia County Assembly is an equal opportunity employer.