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County Assembly of Samburu

Assembly Building

P.o. Box 3-20600

Maralal, Kenya

**COUNTY ASSEMBLY OF SAMBURU**

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The County Assembly Service Board is a body corporate established under Section 12 of County Government Act, 2012 read together with section 4 of County Assembly Service Act, 2017.

The Samburu County Assembly Service Board seeks to recruit qualified individuals to fill the following vacant positions in the County Assembly Service.

**Principal Auditor –CASB04-One Position-CASB/REC/001/02/2024**

**Reports to: The Clerk, County Assembly**

**Direct Reports: Audit Clerk**

Job Purpose

The jobholder is responsible for identifying, assessing critical risks that the Assembly faces, formulating and executing strategies to guard against the risks, conducting compliance reviews on the implementation and operational effectiveness of risk management policies and making appropriate recommendations.

Key Responsibilities/ Duties / Tasks

- (i) Communicating plans of engagement and resource requirements for the internal audit function.
- (ii) Overseeing risk assessments on key organization activities and using this information to guide on the effectiveness of the organization's risk management processes;
- (iii) Leading in the development and implementation of the Risk Management Policy and strategy that aligns with the strategic Plan;
- (iv) Developing, implementing, and maintaining a compliance framework on statutory, contractual and internal obligations (e.g. code of conduct, internal controls and quality management systems);

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- (v) Reviewing compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements and contractual obligations;
  - (vi) Monitoring key metrics to confirm achievement of the risk and compliance plans and their contribution to the overall strategic plan;
  - (vii) Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Board.
  - (viii) Secretary to the Audit committee of the County Assembly of Samburu.

Requirements for Appointment, a candidate must have,

- (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) Must be a registered member (of good standing) to the following professional bodies: Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);
- (iii) Certificate in Senior Management Course lasting four weeks
- (iv) Three (3) years' relevant work experience and have demonstrated professional competence, managerial and administrative capability
- (v) Excellent supervisory skills and good performance track record
- (vi) Team player with good communication and interpersonal skills.

### **Records Management Senior Officer I –CASB06-One Position-CASB/REC/002/02/2024**

#### **Reports to: Principal Human Resource Officer**

#### **Job Purpose**

Responsible for formulation, implementation and interpretation of Records Management Policies for effective records management.

#### **Key Responsibilities/ Duties / Tasks**

- i.** Overseeing the implementation of the records management policies and manuals
- ii.** Preparation and submission of budget estimates for registry services;
- iii.** Initiating appraisal and disposal of files, documents and records in accordance with Government regulations;
- iv.** Formulation, implementation and interpretation of Records Management Policies, and

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procedures;

- v. liaising with relevant departments and professional agencies on matters relating to records management
- vi. Coordinating timely record keeping systems
- vii. Ensuring security of information, documents, files and office equipment

Requirements for Appointment, a candidate must have,

- i. Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;
- ii. Certificate in management course from a recognized institution lasting not less than four (4) weeks;
- iii. Served in the grade of Records Management officer or in a relevant and comparable position for a minimum period of three (3) years
- iv. Good understanding of the records management laws and regulations i.e on disposal, archiving and retrieval.
- v. Proficiency in computer applications; and
- vi. Shown merit and ability as reflected in work performance and results.

### **Sign Language Interpreter–CASB09-One Position-CASB/REC/003/02/2024**

#### **Reports to: Senior Hansard Editor**

#### **Job Purpose**

*Creating liaison between the Assembly and the hearing impaired community; helping hearing impaired individuals understand what is being said in the proceedings of the Plenary as well as Committee sittings and other Assembly operations, planning and making necessary reports.*

Requirements for Appointment, a candidate must have,

- (i) Helping hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
- (ii) Facilitating communication with the hearing impaired individual through sign language;
- (iii) Providing accurate accounts of proceedings;
- (iv) Preparing necessary reports;

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- (v) Providing a full range of interpreting/transliterating services for deaf/hard of hearing (HoH) employees;
  - (vi) Utilize skill in a variety of signed languages (like American Sign Language (ASL), Contact Sign, and Conceptually Accurate Signed English, CASE) to facilitate communication;
  - (vii) Interpret any conversation, meeting, and training session, and interview or other requested event, including providing oral interpreting to employees who do not use sign language;
  - (viii) Responsible for interpreting in a variety of communication modes during assembly-wide work related events such as programs, conferences, and appraisals, and counseling sessions, etc. for specific training needs and benefits;
  - (ix) Responsible for coordinating all incoming customer interpreting service requests through emails and phone calls;
  - (x) Enlighten supervisors and staff on Deaf Culture and interpreter services; and
  - (xi) Identify process improvement opportunities to improve on services to Assembly customers.

Requirements for Appointment, a candidate must have

*Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification; Diploma in sign language/special needs from a recognized institution; and Certificate in computer applications.*

*Served as a sign language interpreter position or in a relevant and comparable position for a minimum period of three years.*

### **APPLICATION GUIDELINES**

- All applications should be addressed to

The Secretary, County Assembly Service Board  
County Assembly of Samburu  
Po Box 3.  
Maralal.

- Samburu County Assembly is an equal opportunity employer and all qualified Kenyans including people living with disabilities are encouraged to apply
- Applications should be dropped off at the Secretary, Office of the Clerk.
- All Applications should be received on or before 28<sup>th</sup> Feb, 2024.

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- Remuneration will be as per the guidelines of the Salaries and Remuneration Commission
  - Only shortlisted candidates will be contacted