

COUNTY ASSEMBLY OF TRANS-NZOIA



COUNTY ASSEMBLY SERVICE BOARD DECLARATION OF VACANCIES

Pursuant to Section 24(1), (2) of the County Assembly Service Act 2017, The Trans Nzoia County Assembly Service Board invites applications from suitable and qualified candidates to fill the following vacant positions in the County Assembly.

NB: ALL THE POSITIONS ADVERTISED ARE ON PERMANENT AND PENSIONABLE TERMS OF SERVICE.

PRINCIPAL SERGEANT-AT-ARMS OFFICER, JOB GRADE “N”/ CASB 6 (1 POST)

Basic Salary:Kshs 58,360 2,750 -61110 x 2,920-64030 x 3,080 -67,110,x 3,540–
70,650 x 3,690 – 74,340 x 3,890 -78,230 x 3,900- 82,130 x 4,010 -86,140 x 4,060 -90,200
p.m.

Duties and responsibilities

Duties and responsibilities will entail:

- (i) Assist in implementation of the County Assembly’s Security policy;
- (ii) Assist in implementation of measures for disaster preparedness and mitigation;
- (iii) Execute security related investigations in collaboration with security Agencies as necessary;
- (iv) Implement security measures in the organization;
- (v) Coordinate interdepartmental and chamber support services;
- (vi) Ensuring safe custody of the mace;
- (vii) Ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
- (viii) Controlling of authorized parking to ensure order and security in the county assembly premises;
- (ix) Performing chamber and ceremonial duties as per the laid down guidelines;
- (x) Receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
- (xi) Ensuring that CCTV cameras are functional and are well manned; and
- (xii) Ensuring that conference facilitation are availed and secured especially when committee go out of the assembly

Requirements for appointment

For appointment to this grade, a candidate must have:

- i) Served in the grade of Chief Sergeant At Arms for at least three (3) years or in the disciplined forces for a period of not less than five (5) years in a commensurate position;
- (ii) Bachelor's Degree in Security Management /Investigations, Criminology and Forensic studies from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four weeks from a recognized institution;
- (iv) Certificate in fire-fighting and first aid;
- (v) An exemplary service certificate;
- (vi) A Paramilitary/Military Training qualifications.

SENIOR MAINTENANCE OFFICER JG 'L' CASB 8 (1 POST)

Basic Salary: Kshs 44,400 x 1,920-46320 x 2,000 -48,320 x 2,290 -50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850-58,360 x 2,750 – 61,110 p.m

a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Formulate and interpret policies on maintenance and repairs;
- ii. Perform planning and budgeting for the section/ unit;
- iii. Prepare operational and ad hoc reports;
- iv. Approving designs, bills of quantities and other contract documents for development and other capital projects;
- v. Supervising repairs of buildings, plant and equipment and painting as performed by Artisans;
- vi. Superintending implementation of capital and development projects;
- vii. Provide linkage between various stakeholders;
- viii. Train and supervise staff working within the section/ unit; and
- ix. Set and appraise targets for the team.

Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Served in the grade of Maintenance Officer I or in a comparable position for a minimum period of three (3) years;

- ii. Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical Engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
- iii. Certificate in management course lasting not less than four weeks from a recognized institution,
- iv. Proficiency in computer application.

IMPORTANT INFORMATION TO ALL APPLICANTS

All applications should contain the following attachments: -

- I. Copy of National Identity Card or Passport.
- II. Copies of Academic and Professional Certificates, testimonials, professional registrations.
- III. A duly filled CASB 1 (2020) form, application for employment form downloadable on the County Assembly website.

HOW TO APPLY

All written applications, CVs, copies of certificates, testimonials and Identity Cards should be submitted **in a sealed envelope clearly marked on the left side the position being applied for** and addressed to:

**The Secretary,
Trans Nzoia County Assembly Service Board
P.O. Box 4221, 30200
Kitale**

*All applications should reach the Secretary County Assembly Service Board of Trans-Nzoia at
County Assembly building on or before **14th August, 2024** before **17.00 Hrs***

NOTE: Canvassing will lead to automatic disqualification and only shortlisted candidates will be contacted.