

# REPUBLIC OF KENYA



## MIGORI COUNTY ASSEMBLY

P. O. BOX 985 – 40400

SUNA-MIGORI

### COUNTY ASSEMBLY SERVICE BOARD

#### ADVERTISEMENT FOR VARIOUS VACANCIES

The County Assembly of Migori Service Board invites applications from qualified candidates to fill the following vacant positions in the County Assembly. Interested and qualified persons are requested to obtain further detailed information from the Assembly's website: [www.migoriassembly.go.ke](http://www.migoriassembly.go.ke)

**NB: THE TERMS OF SERVICE FOR POSITIONS ADVERTISED ARE PERMANENT & PENSIONABLE**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES	TERM OF SERVICE
1.	Director-Finance & Accounting	CASB 3 ( R)	1/2022	1	Permanent and Pensionable
2.	Finance Officer I	CASB 6( N)	3/2022	1	Permanent and Pensionable
3.	Finance Officer II	CASB 7 (M)	4/2022	1	Permanent and Pensionable
4.	Principal Legal Officer	CASB 4 (Q)	5/2022	1	Permanent and pensionable
5.	Senior Internal Auditor	CASB 5 (P)	6/2022	1	Permanent and pensionable

**Please Note**

- i. The applicants should attach copies of their certificates and testimonials.
- ii. It is a criminal offence to include incorrect information in the application, giving false or misleading information on conviction may lead to being fined or imprisoned.
- iii. Only shortlisted and successful candidates will be contacted.
- iv. CANVASSING in any form will lead to automatic disqualification.
- v. The Migori County Assembly Service Board is committed to implementing the provisions of the Constitution – Chapter 232 (1) on Fair competition and Merit, Representation of Kenyans Diverse communities and Affording Equal Employment Opportunities to men and women members of all Ethnic Groups and Persons with Disabilities. **THEREFORE, PERSONS WITH DISABILITIES, THE MAGINALISED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- vi. **Shortlisted candidates shall** be required to produce **original** copies of their Identity Cards, Academic and Professional certificates and transcripts during interviews. **It is a criminal offence to present fake certificates.**
- vii. Serving officers shall be required to produce the original letters of appointment to their current substantive post during their interview.

Completed applications should be sent or delivered not later than **Friday 25<sup>TH</sup> November 2022 at 5.00 pm** to the office of the clerk and addressed to:

**THE SECRETARY  
COUNTY ASSEMBLY SERVICE BOARD  
MIGORI COUNTY ASSEMBLY  
P. O. BOX 985 – 40400,  
SUNA-MIGORI**

**Director- Finance & Accounting Services, (Job Grade “R”/ CASB 3)**

**ONE (1) POSITION V/NO. 1/2022**

**Basic Salary Scale: Kshs. 121,430 – 169,140 p.m**

**House Allowance: Kshs. 25,000**

**Commuter Allowance: Kshs. 16,000**

**DIRECTOR - FINANCE AND ACCOUNTING SERVICES, JOB GRADE “R”/CASB 3**

Reporting to the Clerk, the Director – Finance and Accounting will be responsible for efficient and effective management of financial operations and performance of the County Assembly by overseeing all finance and accounting services through development, implementation, and review of financial policies, strategies and procedures and ensuring compliance with prevailing laws and regulations.

**a) Duties and responsibilities entails:**

- i. Financial controller of the County Assembly;
- ii. Planning, directing and controlling Finance and Accounting Service Function;
- iii. Overseeing accounting for County Assembly Service funds as per the PFMA (2012);
- iv. Providing advisory services to the CASB on all financial matters;
- v. Interpreting and implementing financial management statutes, policies, standards, strategies and programmes;
- vi. Ensuring compliance with PFMA and other financial regulations and guidelines;
- vii. Monitoring implementation of financial controls system;
- viii. Spearheading formulation and application of accounts manual;
- ix. Overseeing accounting for County Assembly Service funds as per the PFMA;
- x. Coordinating consolidation of budgets for the recurrent and development votes;
- xi. Overseeing preparation of finance and account reports;
- xii. Authorizing payments and signing of cheques subject to set limits;
- xiii. Overseeing development and implementation of computerized financial and accounting information systems;
- xiv. Develop and oversee the implementation of work plans in the directorate;
- xv. Spearheading establishment and maintenance of a comprehensive financial management and reporting systems;
- xvi. Develop and oversee the implementation of work plans in the directorate; and
- xvii. Managing performance and capacity building of the directorate.

## **b) Requirement for appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal - Finance or Accounts for a minimum period of three (3) years; with Cumulative experience of at least ten (10) years in accountancy / financial management.
- ii. Master degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Mathematics, Statistics, Business Administration, or its equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution.
- iv. Certified Public Accountants of Kenya (CPA K) or its equivalent recognized qualification;
- v. Registered with ICPAK and of good professional standing;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer applications skills;
- viii. Demonstrated outstanding capability in financial Management, integrity professional competence and administrative ability as reflected in work performance and results; and
- ix. shown merit in job performance.

### **FINANCE OFFICER I- (Job Grade "N"/ CASB 6)**

**ONE (1) POSITION V/NO. 3/2022**

**Basic Salary Scale: Ksh. 53,370-Ksh. 79,530 p.m**

**House Allowance: Ksh. 25,500**

**Commuter Allowance: Ksh. 8,000**

### **FINANCE OFFICER I- (JOB GRADE "N"/ CASB 6)**

The Finance Officer I is responsible for undertaking the revenue forecasting, analysis and compiling and writing concise reports on specific assignments on financial matters.

#### **(a) Duties and Responsibilities**

Duties and responsibilities will entail:

- i. Coordinate the preparation of monthly, quarterly and annual departmental reports;
- ii. Mentor and coach direct reports staff;
- iii. Coordinate the development of the Department's Work plan and budget;

- iv. Monitoring expenditure on projects and programs on a periodic basis;
- v. Implementing proposals for raising funds;
- vi. Processing commitment of funds and expenditure trends;
- vii. Development of financial plans, policies and procedures;
- viii. Coordinate and maintain financial records of all fiscal documents with appropriate support materials;
- ix. Monitoring and controlling expenditures within the approved budget to ensure Prudent Financial Management and efficient service delivery in line with the Constitution, Public Finance Management Act and regulations;
- x. Overseeing implementation of financial policies and procedures;
- xi. Coordinating the reviewing and evaluation of departmental budget proposals;
- xii. Prioritizing of programs and activities for result based allocation of resources; and
- xiii. Interpreting reports and briefs on budgetary policies.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Finance Officer II for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce (Finance Option), Finance, Economics, Business Administration (Finance Option), Business Management (Finance Option) or any other equivalent qualification from a recognized institution;
- (iii) Part III of the Certified Public Accountants (CPA) Examination;
- (iv) Certificate in Senior Management Course lasting not less than four weeks from a recognized institution;
- (v) Registered with Institute of Certified Public Accountants (ICPAK) (Kenya);
- (vi) Proficiency in computer application; and
- (vii) Demonstrated managerial, administrative and professional competence in work performance and results.

**FINANCE OFFICER II- (Job Grade "M"/ CASB 7)**

**ONE (1) POSITION V/NO. 4/2022**

**Basic Salary Scale: Ksh 49,000-65120 p.m**

**House Allowance: Ksh. 16,500**

**Commuter Allowance: Ksh. 8,000**

**FINANCE OFFICER II- (JOB GRADE “M”/ CASB 7)**

The Chief Finance Officer II is responsible for undertaking the revenue forecasting, analysis and compiling and writing concise reports on specific assignments on financial matters.

**(a) Duties and Responsibilities**

Duties and responsibilities will entail:

- i. Preparation of Budgets for the Recurrent and Development votes;
- ii. Preparation of quarterly expenditure forecasts as a basis for discussions with the Treasury for release of funds Coordinate and maintain financial records of all fiscal documents with appropriate support materials;
- iii. Initiation of proposals seeking funds for additional expenditure and reallocation of voted funds during the year;
- iv. Coordinating and analyzing medium term expenditure framework;
- v. Monitoring of expenditure and projects including programme implementation on a periodic basis and ensuring that timely corrective action is taken;
- vi. Implementing financial policies and procedures;
- vii. Reviewing and evaluating departmental budget proposals;
- viii. Processing medium term and revised budget; and
- ix. prioritizing of programs and activities for result based allocation of resources preparing reports and briefs on budgetary policies.

## **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Finance Officer for a minimum period of three (3) years with proven experience;
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option) or Finance or any other equivalent qualification from a recognized institution;
- iii. Part III of the Certified Public Accountants (CPA) Examination;
- iv. Certificate in Management Course from a recognized institution lasting not less than four (4) weeks;
- v. Registered with Institute of Certified Public Accountants (ICPAK) (Kenya) and of good professional standing; and
- vi. Proficiency in computer application.
- vii. Demonstrated merit and ability as reflected in work performance and results.

### **Principal Legal Officer - (Job Grade 'Q' CASB 4)**

**ONE (1) POSITION V/NO. 5/2022**

**Basic Salary Scale: Kshs. 99,900-133870**

**House Allowance: Kshs. 21000**

**Commuter Allowance: Kshs. 14,000**

### **PRINCIPAL LEGAL OFFICER - (JOB GRADE 'Q' CASB 4)**

#### **(a) Duties and Responsibilities entails:**

- i. deputizing the headship of the Department;
- ii. formulating and interpreting regulations and policies;
- iii. Coordinating the drafting of Private Members' Bills;
- iv. Coordinating the drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- v. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- vi. providing legal advice to the County Assembly and its Committees;

- vii. providing any other legal services that may be required by County Assembly, the Committees or the Clerk;
- viii. ensuring that Bills passed by County Assembly comply with the Constitution and other statutes;
- ix. liaising with the Office of the County Attorney on litigation matters involving Assembly;
- x. legal representation of County Assembly and the CASB in court proceedings;
- xi. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- xii. providing any other legal services that may be required by County Assembly, the Committees and the Clerk;
- xiii. carrying out legal research on matters before the Department;
- xiv. Overseeing all Assembly papers presented in the House in the course of debate; and
- xv. offering professional, legal advice to the members and staff on Parliamentary procedures on matters of tradition, practices, conventions and etiquette.

**(a) Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Have served in the grade of Principal Legal Officer or in a comparable position for a minimum period of three (3) years;
- ii. Have a Bachelor's degree in law from a recognized institution;
- iii. Master degree in law or in any other relevant field from a recognized institution;
- iv. Be admitted as an Advocate of the High Court of Kenya;
- v. Membership to Law Society of Kenya or any recognized equivalent professional body;
- vi. Be a certified Public Secretary;
- vii. Be in possession of a valid practicing certificate;
- viii. Certificate in Strategic Leadership course lasting not less than six weeks from a recognized institution;
- ix. Shown merit and ability as reflected in work performance and results; and
- x. Be Proficient in computer applications.

**Senior Internal Auditor - (Job Grade 'P' CASB 5)**

**ONE (1) POSITION V/NO. 6/2022**

**Basic Salary Scale: Kshs. 87,360 - 121,430 p.m**

**House Allowance: Kshs. 21000**

**Commuter Allowance: Ksh. 14,000**



## **SENIOR INTERNAL AUDITOR - (JOB GRADE 'P' CASB 5)**

### **(a) Duties and Responsibilities entails;**

- i. Preparation, implementation and supervision of all audit programs used by the department
- ii. Review all the report submitted by various sections of the department to ascertain accuracy and correctness of figures before certification or validation.
- iii. Develop training needs of the department
- iv. Tallying of expenditures with budget allocation; ensuring compliance with institutional Procedures and Regulations; and physical tallying of assets with records
- v. Ensuring the maintenance of high audit standards in the department.
- vi. Monitoring and constantly reviewing audit programmes for all the sections in the department.
- vii. Organizing planning, coordinating and controlling the audit activities through the Principal Internal Auditor and other sectional heads.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have: -

- i. Served as Internal Auditor I or in a comparable position for a minimum period of three (3) years;
- ii. 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;
- iii. Master degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution.
- iv. Certified Public Accountants CPA (K) or Certified Internal Auditors (CIA) Part IV from a recognized institution;
- v. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vi. Membership to a recognized professional body and of good standing; vii. Certificate in computer application skills. viii. Merit and ability as reflected in work performance and results.

## **MANDATORY REQUIREMENTS FOR ALL POSITIONS**

All interested applicants **MUST** obtain and submit the following valid documents;

1. Curriculum Vitae,
2. Certified copies of relevant Academic and Professional Certificates,
3. National Identity Card or Passport
4. Observe Chapter Six of the Constitution of Kenya, 2010;
5. Tax compliance certificate from Kenya Revenue Authority; **(KRA)**,
6. Clearance certificate from Higher Education Loans Board; **(HELB)**,
7. Clearance certificate from Ethics and Anti-Corruption Commission; **(EACC)**,
8. Certificate of Good Conduct from Criminal Investigation Department; **(CID)**; and
9. Clearance Certificate from a recognized Credit Reference Bureau **(CRB)**

**All applications should clearly be marked to-:**

**The Secretary,  
County Assembly Service Board,  
Migori County Assembly,  
P.O. Box 985 – 40400,  
SUNA-MIGORI.**

and be hand delivered to the office of the Clerk/Secretary of the County Assembly Service Board located at the Assembly building Migori, so as to reach him not later than **Friday 25<sup>TH</sup> November 2022 at 5.00pm.**