



## COUNTY ASSEMBLY OF KWALE

### VACANCY

### COUNTY ASSEMBLY CLERK

Pursuant to Section 13 (1) of the County Governments Act 2012, Sections 11 (1)(b) and 18 of the County Assembly Services Act, 2017, the County Assembly of Kwale announces a vacancy for the position of **Clerk to the County Assembly** of Kwale.

Applicants should meet **the following qualifications** as set out under Section 13 (2) of the County Governments Act 2012:

- (a) Be Kenyan Citizen;
- (b) Hold degree from a university recognized in Kenya or its equivalent;
- (c) Have at least five (5) years' relevant professional experience; and
- (d) Meet the requirements of leadership and integrity in Chapter Six of the Constitution.

#### **Application Criteria.**

Interested persons are therefore invited to apply for the position by providing the following documents:

- i. Detailed Curriculum Vitae
- ii. Academic certificates and
- iii. Other relevant testimonials and supporting documents
- iv. Duly filled Application form obtained from the Office of the County Assembly Clerk or from the County Assembly website [www.kwaleassembly.go.ke](http://www.kwaleassembly.go.ke)

#### **N.B.**

- i. Candidates with foreign degrees must obtain recognition and equation of qualification from Commission University Education Kenya
- ii. This is a three year (3) term contract position with an option of renewal for one (1) term based on performance
- iii. Only shortlisted candidates will be contacted
- iv. Application forms can be obtained from the County Assembly Complex or the Assembly website [www.kwaleassembly.go.ke](http://www.kwaleassembly.go.ke)
- v. Applications should be submitted in a sealed envelope clearly marked "Application for Clerk to County Assembly"

Applications should be sent via email to [recruitment@kwaleassembly.go.ke](mailto:recruitment@kwaleassembly.go.ke)

Or via post to

Secretary  
Kwale County Assembly Service Board  
P.O Box 231-80403  
Kwale

Or hand delivered at **the Kwale New Assembly Complex Building, Adjacent to Kwale Water Office on or before June 27, 2023 at 4:00pm.**

**NICK O.SISO**  
*Acting Secretary*  
*County Assembly Service Board.*