

**REPUBLIC OF KENYA**



**PARLIAMENTARY SERVICE COMMISSION**

**JOB ADVERTISEMENT**

The Parliamentary Service Commission wishes to recruit an energetic and results-oriented individual to fill the following vacancy:-

**1. SENIOR DEPUTY CLERK (NATIONAL ASSEMBLY) - PSC SCALE 16**

**(a) Duties and Responsibilities:**

The duties and responsibilities at this grade will include:

- (i) Deputizing the Clerk of the National Assembly
- (ii) General supervision of all Directorates in the National Assembly
- (iii) External relations including international relations, inter-parliamentary relations, conferences and protocol affairs;
- (iv) Enhancing public understanding and knowledge of the work of the National Assembly and increasing public accessibility and awareness of its operations;
- (v) Offering Procedural advice to the Speaker, other presiding officers and Members of the National Assembly as required and overseeing the proceedings of the National Assembly;
- (vi) Preparation and presentation of orientation programs for newly elected Members of the National Assembly; and
- (vii) Introduction and management of the Parliamentary Internship Programme.

**(b) Requirements for Appointment**

**Appointment to this grade will be made from Deputy Clerks/Directors who will have:**

- (i) Meritoriously executed the duties and responsibilities at that grade for at least three (3) years;

- (ii) Shown proven and enduring flair for parliamentary procedures and practice, and have wide experience on the role, functions and operations of Parliament, through exhaustive service in all spheres of Parliament;
- (iii) Attended a Senior Management Course from a recognized institution; and
- (iv) Mastered a wealth of knowledge on the role, functions and operations of Parliament, through exhaustive service in all spheres of Parliament.
- (v) A Masters degree in a relevant field from a recognized University will be an added advantage.

Applications must include a cover letter, duly completed Parliamentary Service Commission Job Application Form (Form 1J), which can be downloaded from [www.parliament.go.ke](http://www.parliament.go.ke) or obtained from the office of the Head of the Commission Secretariat, 1<sup>st</sup> Floor, County Hall, Parliament Buildings, copies of academic certification and /or testimonials.

Applications should be addressed to:-

**Clerk of the Senate/Secretary  
Parliamentary Service Commission,  
P. O. Box 41842-00100,  
Nairobi.**

Or hand delivered to the office of the Head of the Commission Secretariat, 1<sup>st</sup> Floor, County Hall, during office hours or emailed as a PDF file attachment to [applications@parliament.go.ke](mailto:applications@parliament.go.ke) to be received on or before **9<sup>th</sup> June 2018**.

***Please note:***

*Applications from applicants who do not complete the Parliamentary Service Commission Job Application Form (Form 1J) referred to in this advertisement will NOT be considered.*

**CLERK OF THE SENATE/SECRETARY  
PARLIAMENTARY SERVICE COMMISSION**

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**JOB ADVERTISEMENT**

The Parliamentary Service Commission wishes to recruit energetic and results-oriented individuals to fill the following vacancies:-

**2. DIRECTOR LEGISLATIVE AND PROCEDURAL SERVICES (NATIONAL ASSEMBLY) - PSC SCALE 15**

This job exists to provide supervision, coordination and top leadership to the Directorate of Legislative and Procedural Services to enable the Directorate facilitate Members of the National Assembly to execute their constitutional mandate.

**(a) Duties and Responsibilities:**

The duties and responsibilities at this grade will include:

- (i) Providing strategic direction to the Directorate for effective service delivery
- (ii) Coordinating external relations Parliamentary desks to ensure that the National Assembly effectively participates in Parliamentary diplomacy and plays its rightful role in the global arena.
- (iii) Providing professional and impartial advice on procedure and practice to the Speaker, other presiding officers and Members of the National Assembly to ensure Parliament executes its roles in accordance with the Constitution, the law and the standing orders/rules of procedure;
- (iv) Overseeing the functions and operations of the departments in the Directorate in order to achieve optimal performance
- (v) Responsible for the accuracy and timely filing and scheduling of Motions, Papers, Questions, Statements, Bills and amendments thereof, reports, petitions as well as scheduling of budget documents.

**(b) Requirement for Appointment:**

Appointment to this grade will be made from Assistant Deputy Clerks /Deputy Directors who will have:

- (viii) Served on that grade for at least three (3) years;
- (ix) Explicitly shown proven flair for parliamentary procedure
- (x) Interest and commitment to the processes of Parliament;
- (xi) Gained sufficient knowledge to be able to give advice encompassing the totality of the parliamentary institution;
- (xii) Attended Senior Management courses offered by recognized institutions;
- (xiii) A masters Degree in a relevant field from a recognized university will be an added advantage.

**3. DIRECTOR, LEGAL SERVICES (NATIONAL ASSEMBLY) PSC 15**

This job exists to manage and provide strategic leadership in all the operations of the Directorate of Legal Services, National Assembly to ensure efficient and effective provision of legislative drafting services, legal advisory services and legal support services to the Members of the National Assembly.

**(a) Duties and Responsibilities**

- (i) Responsible for the Legislative Drafting and Legal Services function of the National Assembly to ensure efficient and effective provision of legislative drafting and legal services to the National Assembly pursuant to Articles 94 and 95 of the Constitution;
- (ii) Lead in the strategic planning of the Directorate to ensure its priorities and developments are aligned to the PSC Strategic Plan;
- (iii) Liaise with the Directorate of Litigation and Compliance on all litigation matters concerning the National Assembly to ensure the successful prosecution of cases involving the National Assembly;
- (iv) Represent the National Assembly in law making consultative forums with Judiciary , independent commissions and other legal sector stakeholders to ensure effective consultation and collaboration in the law making process;
- (v) Coordinate and manage the Parliamentary pupillage Programme, internship and attachments.

**(b) Requirements for Appointment**

The successful candidate will have a Bachelors degree in Law and be an advocate of the High Court of Kenya, or possess an equivalent qualification in a common Law

jurisdiction. A Masters degree in Law will be an added advantage. The ideal candidate should possess at least seven years experience as an advocate of the High Court, a judge or a professionally qualified Magistrate; or at least seven years experience as a distinguished academic or legal practitioner or such experience in some other relevant Legal field. The Candidate should also hold a certificate in Legislative Drafting and a current Advocate's Practising Certificate.

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