

COUNTY GOVERNMENT OF VIHIGA



DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES & COOPERATIVES

OFFICE OF THE COUNTY EXECUTIVE COMMITTEE MEMBER

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P.O. BOX 344

MARAGOLI

DATE: 21st December, 2020

RECRUITMENT OF AN ADMINISTRATIVE ASSISTANT

The 20 Community Driven Development Committees (CDDCs) in the 20 NARIGP implementing Wards of Vihiga County wishes to recruit an **Administrative Assistant** on **one year (1) contract** which is renewable.

The Administrative Assistant will oversee the day to day activities and undertake duties as assigned by the CDDC under supervision of the Executive Committee. These duties will include but not be limited to the following:

- i. Collecting and basic screening of Micro Projects based on the criteria given by the CDDCs ahead of vetting meetings.
- ii. Drafting of procurement plans and processes, in collaboration with CDDCs, and guided by County Programme Coordinating Units.
- iii. Collection of data and maintenance of database of Community Interest Group /Vulnerable Marginalized Groups members, micro projects, among others
- iv. Maintenance of a Grievances log/register at the Ward Level
- v. Documentation of all activities, particularly on procurement, financial record keeping, bank reconciliation records, payment records, office records and complaints records

The basic qualifications will be:

- ❖ Minimum qualification – Diploma/Certificate in related fields
- ❖ Knowledge in financial basic accounting/book keeping, management/administration
- ❖ Leadership skills necessary
- ❖ Must be respectable and have integrity
- ❖ Computer Literate (IT)
- ❖ Agriculture skills and knowledge will be an added advantage
- ❖ MUST NOT be over 35 years of age
- ❖ Women will be encouraged to apply
- ❖ MUST be a resident of that Ward (Local Administration to Certify a copy of the ID)

Interested applicants can send their applications to reach the **Chairperson of the CDDC** in their respective wards implementing the NARIGP project not later than **5:00pm 14th Jan 2020**.

Take Note the following Five Wards Jepkoyai, Muhudu, Luanda Township, Wodanga and Chavakali are not eligible

