

# **REPUBLIC OF KENYA**

## **COUNTY GOVERNMENT OF KAKAMEGA**



### **VACANCIES**

#### **A. OFFICE OF THE GOVERNOR**

##### **COUNTY EXECUTIVE COMMITTEE MEMBER (10 POSTS)**

Pursuant to the Constitution of Kenya (2010) and Section 35 of the County Governments Act, 2012, the Governor, County Government of Kakamega, invites applications from suitably qualified persons to fill vacancies for the position of County Executive Committee Member in the following departments:

1. Public Service & Administration;
2. Environment, Water & Natural Resources;
3. Lands, Housing, urban Areas & Physical Planning;
4. Transport, Infrastructure, Public Works & Energy;
5. Education, Science & Technology;
6. Health Services;
7. Finance & Treasury;
8. Agriculture, Livestock, Cooperatives & Fisheries;
9. Trade, Industrialization & Tourism; and
10. Social Services, Youth & Sports

#### **Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of a first degree from a University recognized in Kenya;
- Possession of a Master's degree in the relevant field will be an added advantage;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;
- Have knowledge, experience and distinguished career of not less than ten (10) years in the field relevant to the portfolio of the department to which the person is seeking to be considered, three (3) of which should have been at a senior/managerial level in a large organization;
- Understand the diversity, challenges and opportunities within the County;
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Be a visionary and strategic thinker;
- Have ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity;

- Be proactive and have capacity to work under pressure to meet strict deadlines;
- Be committed to be part of a team that will enable the County Government achieve its vision, mission and goals;
- Demonstrate thorough understanding of county development objectives and Vision 2030;
- Demonstrate understanding and commitment to the National Values and Principles of Governance and Values and Principles of Public Service;
- Have good interpersonal and communication skills;
- Be computer literate.

### **Duties and Responsibilities**

The Executive Committee Member shall be accountable to the Governor in the exercise of his/her responsibilities, and will specifically undertake the following:

- Oversee the administration and delivery of services in respective departments and decentralized units and agencies of the County Government;
- Formulate county legislation;
- Implement, within the county, national legislation to the extent that the legislation so requires;
- Manage and co-ordinate the functions of the County Government in respective departments;
- Participate in the planning, formulation and adoption of the County Integrated Development Plan;
- Effectively respond to issues raised by the County Assembly;
- Carry out any function incidental to the assigned responsibilities; and
- Undertake any other responsibilities as may be assigned by the Governor from time to time.

In addition to the above responsibilities, the County Executive Committee Member responsible for urban areas shall carry out responsibilities outlined in Section 37 of the County Government Act, 2012.

**Terms of Service:** Contract

**Salaries and Remuneration:** As prescribed by the Salaries and Remuneration Commission

**Interested serving officers are eligible to apply.**

**NOTE: APPLICANTS FOR THE ABOVE POSITION ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010:**

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission; and
- Criminal Investigation Department;
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

## **HOW TO APPLY**

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**Office of the Governor  
Kakamega County  
P O Box 36-50100  
Kakamega**

Kakamega County residents are required to indicate their Constituency and Ward of residence.

Hand delivered applications can be submitted at the Office of the Governor, located at the County Headquarters, 1<sup>st</sup> Floor.

Applications should be received on **or before 8<sup>th</sup> September 2017, by 4.00 p.m.**

*County Government of Kakamega is an equal opportunity employer*

*Canvassing will lead to automatic disqualification*

***NOTE: Only Shortlisted candidates will be contacted.***

## **B. COUNTY PUBLIC SERVICE BOARD**

The County Public Service Board further invites applications from suitable qualified persons to fill the following positions as per the Constitution of Kenya 2010 and County Governments Act Section 44 and 45

### **1. COUNTY SECRETARY (1 POST) - JOB GROUP 'T'**

The County Secretary shall provide guidance and direction to the county public service and will be answerable to the Governor.

#### **Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of a Bachelor's degree and a Master's degree in either Strategic Management, Business Administration, Economics or equivalent qualifications from a university recognized in Kenya;
- Have working experience of not less than 10 years at managerial/senior level in a large organization;

- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;
- Be conversant with Government policies and regulations, and devolution laws;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Have capacity to work under pressure to meet strict timelines;
- Demonstrate thorough understanding of county development objectives and Vision 2030;
- Demonstrate understanding and commitment to the National Values and Principles of Governance and Values and Principles of Public Service;
- Have good interpersonal and communication skills; and
- Be computer literate.

#### **Duties and Responsibilities**

- Head of the County Public Service;
- Responsible for arranging the business and keeping minutes of the County Executive Committee subject to the directions of the Executive Committee;
- Conveying the decisions of the County Executive Committee to the appropriate persons or institutions;
- Ensure efficient management of the County Government resources; and
- Performing any other functions as directed by the County Executive Committee.

**Terms of Service:** Contract.

#### **1. DEPUTY COUNTY SECRETARY (1 POST) - JOB GROUP 'S'**

The Deputy County Secretary shall deputize the County Secretary.

#### **Requirements for Appointment**

- Be a Kenyan Citizen;
- Be in possession of a degree in Social Sciences/Management from a university recognized in Kenya;
- Possession of a Master's degree in a relevant field will be an added advantage;
- Knowledge and experience in financial management will be desirable;
- Have working experience of not less than ten (10) years, three (3) of which should have been at a senior/managerial level in a large organization;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;
- Demonstrate thorough understanding of county development objectives and Vision 2030;
- Have capacity to work under pressure to meet strict timelines;
- Have good interpersonal and communication skills;
- Demonstrate understanding and commitment to the National Values and Principles of Governance and Values and Principles of Public Service; and
- Be computer literate.

## **Duties and Responsibilities**

The Deputy County Secretary will be responsible to the County Secretary for the following:

- Secretary to the County Performance Management and Monitoring Committee;
- Dissemination of County Government policies & programmes;
- Coordinating County Government functions, reports and programmes;
- Preparing and drafting memoranda, Ministerial position and concept papers;
- Follow-up action on Executive Committee decisions and directives with relevant Departments;
- Conducting technical research and special studies on policy issues;
- Supporting in establishing strong linkages between County Departments and external stakeholders; and
- Performing any other duties that may be assigned from time to time.

**Terms of Service:** Contract.

## **2. COUNTY CHIEF OFFICER (13 POSTS) - JOB GROUP 'S'**

- Chief Officer, Public Service and Administration
- Chief Officer, Trade, Industrialization and Tourism
- Chief Officer, Social Services, Youth and Sports
- Chief Officer, Education, Science and Technology
- Chief Officer, Health Services
- Chief Officer, County Treasury
- Chief Officer, Agriculture, Co-operatives and Irrigation
- Chief Officer, Livestock Production and Veterinary Services
- Chief Officer, Water, Environment and Natural Resources
- Chief Officer, Transport, Infrastructure, Public Works and Energy
- Chief Officer, Lands, Housing, Urban Areas and Physical Planning
- Chief Officer, ICT and e-Government
- Chief Officer, Fisheries

## **Requirements for appointment**

- Be a Kenyan citizen;
- Have a Bachelor's degree from a University recognized in Kenya. Possession of a Master's degree in a relevant field will be an added advantage;
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 of which should be in a senior/managerial position in a large organization;
- Demonstrate thorough understanding of county development objectives and Vision 2030;
- Be a strategic thinker and results-oriented;

- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Satisfy the requirements of Chapter 6 of the Constitution;
- Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Be computer literate.

### **Duties and Responsibilities**

The Chief Officer will be the authorized officer and accounting officer in a specific department and shall be responsible to the respective County Executive Committee Member.

### **Specific duties will include:**

- Administration of a county department;
- Formulation and implementation of programs to attain Vision 2030 and sector goals;
- Development and implementation of strategic plans and sector development plans;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Performing any other duties as may be assigned from time to time.

**Terms of Service:** Contract

**Interested serving officers are eligible to apply.**

**NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010:**

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission; and
- Criminal Investigation Department;
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

### **HOW TO APPLY**

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**THE SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD  
P.O. BOX 458-50100  
KAKAMEGA**

The position applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their Sub-County and Ward of residence.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2<sup>nd</sup> Floor** .

All applications should reach this office **on or before 7<sup>th</sup> September 2017, by 5.00 p.m.**

***County Government of Kakamega is an equal opportunity employer***

***Canvassing will lead to automatic disqualification***

***NOTE: Only Shortlisted candidates will be contacted***

**SECRETARY/CEO**