

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF KAKAMEGA**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES**

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions:

**RE-ADVERTISEMENT**

**1. OFFICE OF GOVERNOR**

**A. ECONOMIC ADVISORY UNIT**

**Position: Economic Advisor - Job Group 'Q' (1 Post)**

**Duties and Responsibilities**

- The Officer will be responsible to the Governor for the following:
- Preparing policy briefs on macro-economic, financial and monetary policy issues;
- Analyzing economic issues in close collaboration with departments responsible for Finance and Planning;
- Mobilizing resources to enhance the resource base for County Government;
- Contributing to the coordination of County Government's relations with bilateral and multilateral donors;
- Conducting and/or coordination economic research on topics of strategic interest to the Governor;
- Briefing the Governor on monthly basis on the latest developments and emerging issues;
- Advising the Governor and the County Committees on all aspects of economic, financial and fiscal policy;
- Attending to sectorial issues related to regional and international co-operation;
- Collating and providing advice on trade, international economic and financial market policies including addressing the impact of the global financial crisis;
- Providing policy advice on strategic policy and operational issues relating to economic deployment; and
- Any other duties as may be directed by the Governor.

**Requirements for Appointment**

- Be a Kenyan citizen;
- Be a holder of at least a first Degree from a university recognized in Kenya;
- Have knowledge, experience and a distinguished career of not less than ten (10) years in finance and economic planning; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

**\*Terms of Service: Contract**

## **B. LEGAL ADVISORY UNIT**

### **Position: Legal Advisor - Job Group 'Q' (1 Post)**

#### **Duties and Responsibilities**

- Providing legal advice to the Governor;
  - Representing the Governor in civil matters as need arises;
  - Keeping abreast of legal and policy developments;
  - Providing legislative support to the Governor including briefs on legislation as well as preparing amendments where appropriate;
  - Identifying strategic priority areas that require law reform;
  - Undertaking legal research; and
  - Any other duties as may be assigned from time to time.
- 
- Requirements for Appointment
  - Be a Kenyan citizen;
  - Be a holder of at least a first Degree from a university recognized in Kenya;
  - Have knowledge, experience and a distinguished career of not less than ten (10) years as a legal practitioner; and
  - Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

**\*Terms of Service: Contract**

## **C. GOVERNOR'S PRESS SERVICE**

### **Position: Chief Press Officer - Job Group 'P' (1 Post)**

#### **Duties and Responsibilities**

- Providing strong and effective leadership and management of the Governor's Press Service;
- Leading and developing standards and regulations in the Press Unit;
- Overseeing drafting of speeches and taking notes for the Governor;
- Planning and covering the Governor's functions and the County Government's activities in electronic and print for dissemination to the media and the public;
- Building and maintaining a database of news/information and
- Any other duties as may be assigned from time to time.

#### **Requirements for Appointment**

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor's Degree in any of the following disciplines; Mass Communication, Communication Studies, Media Studies/Sciences or any other relevant and equivalent qualifications from a University recognized in Kenya;
- Have knowledge, experience and a distinguished career of not less than ten (10) years in public communication; and
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

**\*Terms of Service: Contract**

## **D. PROTOCOL OFFICE**

### **Position: Chief Protocol Officer - Job Group 'P' (1 Post)**

#### **Duties and Responsibilities**

- Planning, organizing and supervising protocol activities of the Government;
- Coordinating all protocol related activities within the division;
- Planning, managing, documenting and reporting on Government Protocol Service;
- Providing protocol support and public relations services;
- Implementing activities and assignments relating to maintaining and enhancing the image of the County Government;
- Facilitating movement, accommodation and appointments for County officials and guests;
- Planning and coordinating protocol service during official events, important meetings and receptions organized by the Government; and
- Any other duties as may be assigned from time to time by the Director, Governance, Liaison and Communication.

#### **Requirements for Appointment**

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor's Degree in International Relations, Diplomacy, Public Relations or any other relevant field from a university recognized in Kenya;
- Master's Degree in International Relations, Diplomacy, Public Relations or any other relevant field will be an added advantage;
- Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) and above;
- Have relevant knowledge and experience of not less than five (5) years in a senior position in the Public Service or Private Sector in the portfolio applied for;
- Be a strategic thinker and results oriented;
- Have capacity to work under pressure to meet strict deadlines;
- Be computer literate; and
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on Leadership and Integrity.

#### **\*Terms of Service: Contract**

### **Position: County Chief Reception Officer - Job Group 'M' (1 Post)**

#### **Duties and Responsibilities**

- Establishing and operationalizing County Reception Unit;
- Coordinating official functions;
- Managing Government guest lists;
- Overseeing logistical arrangements for provision and arrangement of furniture, carpets, decorations, flags, plaques for official functions;
- Providing logistical support for the preparation and distribution of the Governor's speeches;
- Providing effective front office services;
- Maintaining etiquette and decorum in official functions;
- Providing advice on state gifts, design and preparation of invitation cards and car stickers for official functions;
- Organization of official luncheons, dinners and receptions;
- Overseeing Order of Precedence for protocol purposes during official functions;
- Identifying and preparing sites for official ceremonies and functions;
- Provision of secretariat to the County Celebrations Committee; and
- Any other duties as may be assigned from time to time.

**Requirements for Appointment**

- Be a Kenyan citizen;
- Bachelor's Degree in any of the following fields: Public Relations, International Relations, International Relations, Sociology, Governance, Public Administration, Political Science, Business Administration or Hospitality Management or equivalent qualification from a recognized institution;
- Master's Degree in any of the above disciplines will be an added advantage;
- Have served in the grade of Senior Reception Officer for a minimum period of three (3) years; and
- Be computer literate.

**\*Terms of Service: Permanent and Pensionable**

**Position: Senior Reception Officer - Job Group 'L' (1 Post)**

**Duties and Responsibilities**

- Manning the reception desk;
- Maintaining a record of official visitors;
- Receiving, guiding and directing visitors to designated offices and areas;
- Issuing visitors' passes;
- Overseeing seating arrangements during official functions (maintaining order of precedence during official functions, tagging, cleanliness etc.);
- Managing ushering services during official functions; and
- Any other duties as may be assigned from time to time.

**Requirements for Appointment**

- Be a Kenyan citizen;
- Bachelor's Degree in any of the following fields: Public Relations, International Relations, International Relations, Sociology, Governance, Public Administration, Political Science, Business Administration or Hospitality Management or equivalent qualification from a recognized institution;
- Have served in the grade of Reception Officer for a minimum period of three (3) years; and
- Be computer literate.

**\*Terms of Service: Permanent and Pensionable**

**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
- ✓ Criminal Investigation Department

Copies of these clearances **MUST** be attached to the application documents.

## 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 in the application.

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** on or before **30<sup>th</sup> March, 2018**.

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

***Persons with Disabilities are encouraged to apply***

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

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

**SECRETARY/CEO**