



REPUBLIC OF KENYA



GOVERNMENT OF
MAKUENI COUNTY

GOVERNMENT OF MAKUENI COUNTY, OFFICE OF THE GOVERNOR

P.O. Box 78-90300 - MAKUENI Tel No.: 020-2034944

Email: governor@makueni.go.ke, contact@makueni.go.ke

web: www.makueni.go.ke

VACANCIES RE-ADVERTISEMENT

Pursuant to section 235 of the Constitution of Kenya, 2010 and Section 44 and 58 of the County Government Act 2012, The Government of Makueni County wishes to recruit competent and qualified persons to fill the position of Chairperson, County Public Service Board and County Secretary.

**1. CHAIRPERSON, MAKUENI COUNTY PUBLIC SERVICE BOARD
(1 POST) Duties and Responsibilities**

- Overall in charge of the Board;
- Chairing board meetings and signing of board minutes
- Establish and abolish offices in the County Public Service;
- Appoint persons to hold or act in offices of the County Public Service and confirm appointments;
- Exercise disciplinary control over and remove, persons holding or acting in those offices as provided for in law;
- Advising the County Government on Human Resource Management and Development;
- Advising the County Government on implementation and monitoring of the national performance management system in the county;
- Ensure a lean and efficient organization structure and facilitate the development of coherent integrated human resource planning and budgeting for personnel emoluments in the county;
- Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government, on the remuneration, pensions and gratuities for the county public service employees;
- Ensure the preparation of regular reports on the execution of the functions of the Board as per Section 59 (d & f) of the County Government Act, 2012 and submit the same to the County Assembly;
- Evaluate and report to the County Assembly on the extent to which the values and principles outlined in Article 10 and 232 are complied with in the county public service;
- Perform any other relevant duties as per the County Governments Act

Requirements for appointment

Be a Kenyan Citizen

- Satisfy the requirement of leadership and integrity in Chapter Six of the Constitution of Kenya 2010;
- Possess a minimum of a Bachelor's Degree from a university recognized in Kenya; A Master's Degree or higher qualification will be an added advantage;
- Have at least ten (10) years' working experience in their respective profession; Five (5) years' experience in a managerial position in either public or private sector will be an added advantage;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Demonstrate clear understanding of National and County Government goals, policies and developmental objectives including values and principles of governance; as well as demonstrate an appreciation of the diversity within the County;
- Have thorough knowledge of the structural, legislative and regulatory framework of the Public Service;
- Demonstrate a high degree of professional competence, leadership, communication skills, good judgement and commitment to public service.
- Demonstrate flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

**2. COUNTY SECRETARY: (1 POST)
Duties and Responsibilities**

The County Secretary will be the head of the County Public Service and will be responsible for the following:

- Providing strategic policy direction to improve service delivery in the County Public Service
- Arranging the business, and keeping the 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 authorities;
- Establishing and developing collaboration with national government ministries or departments, partners and other relevant stakeholders;
- Performing any other functions as directed by the Governor and the County Executive Committee.

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in the relevant field from a university recognized in Kenya.
- A Master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage.
- Have demonstrable leadership and management capacity including knowledge of public financial management and strategic people management;
- Be conversant with the Constitution of Kenya 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 deadlines;
- Demonstrate understanding and commitment to the national values and principles of governance as outlined in articles 10 and 232 of the Constitution of Kenya 2010;
- Demonstrate clear understanding of both county and National goals, policies, and development strategies as well as vision 2030;
- Have knowledge, experience and a distinguished career of not less than ten (10) years in a senior position in administration and management in the Public Service or Private Sector;
- Be a strategic thinker and result oriented.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.
- A member of Certified Public Secretaries of Kenya CPS (K) or any other relevant Professional body will have an added advantage.

- Applicants must attach to the Job Application Form a covering letter, curriculum vitae, certified copies of academic and professional certificates, testimonials, Identity Card/Passport, and Clearance Certificates. Those attaching copies of degree certificates from non Kenyan universities must attach an approval of the degrees from the Commission for University Education.
- All applicants are required to obtain clearance from the following Institutions;
 - The Criminal Investigation Department (CID).
 - The Higher Education Loans Board (HELB).
 - The Kenya Revenue Authority (KRA).
 - The Ethics and Anti-Corruption Commission (EACC).
- Only shortlisted candidates will be contacted.
- Shortlisted candidates will be required to produce their original National Identity cards, Certificates and Testimonials at the interview.
- The Government of Makueni County is an equal opportunity employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.
- Affirmative action as stipulated in the constitution shall be applied.
- The salary and benefits attached to each post are as advised by the Salaries and Remuneration Commission.

Applications should be sent to:

The County Secretary, Government of Makueni County
P.O. Box 78 - 90300 MAKUENI. Email: county.secretary@makueni.go.ke

Hand-delivered applications may be dropped at the Office of the County Secretary located at the headquarters of the Government of Makueni County, Wote Town, by 5:00 pm on 31st August 2019.

Ag. County Secretary, Government of Makueni County