



POSITION OF SECRETARY/CEO OF THE MAKUENI COUNTY PUBLIC SERVICE BOARD (MCPSB)

In line with Makueni County's commitment to value and promote transparency, accountability and full public participation in matters that directly impact on the delivery of its mandate, and pursuant to the provisions of the Kenya Constitution, 2010, Articles 235 and the County Governments' Act, 2012 [Sections 56, 57 and 58], the selection panel for the appointment of Secretary/CEO of the Makueni County Public Service Board wishes to invite applications from competent and suitably qualified persons to fill the position of Secretary/CEO of the Board.

TERMS OF SERVICE

- I. A single non-renewable term of six [6] years
- II. Remuneration and benefits will be as set out by the Salaries and Remuneration Commission [SRC]

REQUIREMENTS FOR APPOINTMENT

The Secretary of the Board shall be the CEO and Accounting Officer of the Board. For appointment, the applicant should meet the following requirements:

- i. Be a Kenyan Citizen
- ii. 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;
- iii. Must be a Certified Public Secretary in good professional standing;
- iv. Have working experience of at least Seven [7] years in their respective profession five [5] of which should be in administration and management;
- v. Knowledge in financial management will be an added advantage;
- vi. Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- vii. Satisfy the requirement of leadership and integrity in Chapter Six of the Constitution of Kenya 2010;
- viii. 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;
- ix. Have thorough knowledge of the structural, legislative and regulatory framework of the Public Service;
- x. Demonstrate flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

APPLICATION GUIDELINES

1. Each application should include a detailed current Curriculum Vitae, certified copies of relevant academic and professional certificates and testimonials, copies of National Identity card or valid Passport, current telephone number(s) and other relevant supporting documents;
2. Interested candidates are required to submit clearance documentation from:
 - a) Directorate of Criminal Investigations – (Certificate of Good Conduct)
 - b) The Kenya Revenue Authority – (Tax Compliance Certificate)
 - c) The Ethics and Anti-Corruption Commission – (Self-Declaration Form)
 - d) The Higher Education Loans Board – (Clearance Certificate)
 - e) Credit Reference Bureau – (Credit Report and Certificate of Clearance)
3. Applications should be clearly marked "**Application for the position of Secretary/CEO to County Public Service Board**"

Applications should reach the Chairperson – Selection Panel by **5:00 p.m.**, East African Time, on **April 13th 2021**.

4. Applications may be delivered in any one of the following ways:
 - a. The Post Office through ordinary or registered mail, addressed to:

**The Chairperson
Selection Panel for Secretary/CEO
Office of the Governor
P.O. Box 78 - 90300
Makueni**

- b. Hand delivered in a sealed envelope to:

**The County Secretary's Office, 1st Floor,
Makueni County Government Headquarters Building
Wote, Makueni County**

- c. Online by email: selectionpanel@makueni.go.ke Scanned and certified copies of all requisite documents must accompany online applications, **scanned or zipped in one folder**.

INTERVIEW GUIDELINES

1. In view of the strict guidelines imposed under the County Governments' (Amendment) Act, 2020-Section 58, interviews will be conducted in Makueni on **19th April 2021**, starting from 8 am.
2. **Only shortlisted applicants** will be contacted and invited for interviews.
3. Shortlisted candidates will be provided with the **necessary clearance to facilitate travel**, if required.

NOTES

1. Makueni County Government is an equal opportunity employer; Youth, Women, Persons with Disabilities and people from minority/marginalized groups who meet the requirements of the advertised position are encouraged to apply.
2. Any form of canvassing will lead to automatic disqualification.
3. It is a criminal offence to produce fake certificates during the interview, or to impersonate an applicant.
4. The Candidate who is nominated following the interview will be required to go through the County Assembly vetting and approval process.