



VACANCY ANNOUNCEMENT

Pursuant to the provisions of The County Government Act, No.17 of 2012 Section 35 and 45 and Office of the County Attorney Act, 2020 Section 5 the Office of the Governor wishes to consider applications from highly qualified, results-oriented and self-motivated Kenyan citizens for appointment to the following positions:

1. COUNTY EXECUTIVE COMMITTEE MEMBER - TEN (10) POSTS

The Ten (10) posts will be as follows: (Applicants should specify the portfolio for which they wish to head.)

1. Devolution, Public Service, Public Participation and Special Programmes
2. Gender, Children, Youth, Sports and Social Services
3. Trade, Marketing, Industry, Culture and Tourism
4. Health Services
5. Lands, Urban Planning and Development, Environment and Climate change
6. Agriculture, Irrigation, Livestock, Fisheries and Cooperative Development
7. Infrastructure, Transport, Public Works and Energy
8. ICT, Education and Internship
9. Finance, Planning, Budget and Revenue
10. Water and Sanitation

Duties and Responsibilities:

- To supervise the administration and delivery of services in the respective departments of the county government and all decentralized units and agencies in the county.
- Implement county legislation.
- Implement within the county, national legislation to the extent that the legislation so- quires.
- Manage and coordinate the functions of the county administration and its department.
- Provide the county assembly with the full and regular reports on matters relating to the county.
- May advise the governor on matters within his/her area of jurisdiction.

Requirements for Appointment

For appointment to this position, the person should:

- Be a Kenyan citizen.
- Be in possession of a first degree from a University recognized in Kenya.
- Satisfy their requirements of Chapter Six of the Constitution.
- Have knowledge, experience and distinguished career of not less than five years in the field relevant to the portfolio of the department to which the person is seeking to be considered.
- Understand the diversity, challenges and opportunities within the County.
- Should not hold any other State or Public Office.
- Be conversant with the Constitution of Kenya and all the devolution laws
- Be a visionary and strategic thinker.
- Have the ability to work in a multi-ethnic and multicultural environment with sensitivity and respect for diversity.
- 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 her vision.

Terms of Service: Five (5) Years Contract

Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

2. COUNTY ATTORNEY ONE (1) POST

Duties and Responsibilities

- Representation of the County in legal and civil matters;
- Policing on administration of justice and the rule of law;
- Legal policy management;
- Legal aid;
- Principal legal advisor to the Governor;
- Preparation of anti-corruption, ethics and integrity strategies;
- Give guidance in the National Constitution implementation;
- Legislative drafting;
- Preparation of and vetting of agreements on behalf of the County; and
- Handling any other legal matters of the County.

Requirements for Appointment

- Be a Kenyan citizen;
- A Bachelor's degree in Laws;
- A relevant Master's degree will be an added advantage;
- Have vast knowledge and experience of not less than five years in senior position in the public or private sector;
- Be a member of the legal professional body;
- Demonstrate thorough understanding of the County's objectives;
- Have good communication, organizational and inter-personal skills;
- Demonstrate understanding and commitment to the values and principles espoused in Articles 10 and 232 of the Constitution of Kenya 2010;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

Terms of Service: Six (6) Years Contract

Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

How to apply

Written applications enclosing detailed curriculum vitae, Copies of academic and professional certificates and ID card clearly indicating the position applied for on the **ENVELOPE** should be submitted in a sealed envelope and addressed to:

The Selection Panel
Government of Makeni County
P.O Box 78 – 90300
Makeni

Or delivered by hand at the Office of County Secretary, Office of the Governor Block, Wote Town, Makeni. to be received on or before **5:00 p.m. on Tuesday, 20th September, 2022.** Email applications to be sent to selection panel at selectionpanel@makeni.go.ke

Note 1:

Shortlisted candidates will be required to produce clearance certificates from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

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

Note 2:

- All applicants are required to clearly indicate their Home County, Sub-county and Ward.
- Only successful candidates will be notified



VACANCY ANNOUNCEMENT

Pursuant to the provisions of Section 45 of the County Governments' Act, No. 17 of 2012, Makeni County Public Service Board hereby invites applications from qualified, results-oriented and self-motivated citizens to fill the following vacancies in the County Government.

COUNTY CHIEF OFFICERS: MCPSB: (16 POSTS)

The Chief Officer shall be the accounting and authorized officer in the specific department and shall be responsible to the respective County Executive Committee Member. Applicants should specify the portfolio for which they are applying for.

1. Office of the Governor, County Administration and Intergovernmental Relations
2. Devolution, Public Service, Public Participation and Special Programmes
3. Gender, Children, Youth, Sports and Social Services
4. Trade, Marketing, Industry, Culture and Tourism
5. Health Services
6. Lands, Urban Planning and Development
7. Environment, Natural Resources, Mining and Climate Change
8. Agriculture and Irrigation
9. Livestock, Fisheries and Cooperative Development
10. Infrastructure, Transport and Public Works
11. Energy
12. Education and Internship
13. Information Communication Technology (ICT)
14. Financial Accounting Services
15. Social-Economic Planning, Budget, Revenue and Monitoring & Evaluation
16. Water and Sanitation

Duties and Responsibilities

- General administration and coordination of the respective County Department;
- Formulation and implementation of effective programs to attain the Kenya vision 2030, Makeni vision 2025 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;
- Performing any other duties as may be assigned from time to time.

Requirements for appointment

For appointment to this position, the candidate should:

- Be a Kenyan citizen;
- Be a holder of at least a first degree in the relevant field from a university recognized in Kenya;
- Possession of a master's degree in the relevant field will be an added advantage;
- Have relevant knowledge and experience of not less than five (5) years in a senior managerial position in the Public Service or Private Sector in the portfolio applied for;
- Be conversant with the Constitution of Kenya and all the devolution related legislations;
- Be a member of a professional body (where applicable) relevant to the position applied for and in good standing;
- Be a strategic thinker and result oriented;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity;
- Have excellent communication, organizational and interpersonal skills;
- Have the ability to build a strong team;
- Have the capacity to work under pressure to meet timelines;
- Have the ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya; and
- Be computer literate.

Terms of Service: Five (5) Years Contract

Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

How to apply

Written applications enclosing detailed curriculum vitae, Copies of academic and professional certificates and ID card clearly indicating the position applied for on the **ENVELOPE** should be submitted in a sealed envelope and addressed to:

The Secretary/CEO
Makeni County Public Service Board
P.O. Box 49 - 90300, MAKUENI

Or delivered by hand at the reception desk at Makeni County Public Service Board Offices located past Makeni Girls, Opposite Wote Technical Training Institute to be received on or before **5:00 p.m. on Tuesday, 20th September, 2022.** Email applications to be sent to selection panel at cpsb@makeni.go.ke

Note 1:

Shortlisted candidates will be required to produce clearance certificates from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

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

Note 2:

- All applicants are required to clearly indicate their Home County, Sub-county and Ward.
- Only successful candidates will be notified

The Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD