



# GOVERNMENT OF MAKUENI COUNTY



## VACANCIES RE-ADVERTISEMENT

### BACKGROUND

Pursuant to section 235 of the Constitution of Kenya, 2010 and section 44 and 58 of the County Government Act 2012, the Makeni County wishes to recruit competent and qualified persons to fill the positions of Member and Secretary/CEO of the Makeni County Public Service Board.

- Member (1 position)
- Secretary (1 position)

### TERMS OF SERVICE

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

### REQUIREMENTS FOR APPOINTMENT

#### 1. MEMBER - COUNTY PUBLIC SERVICE BOARD

For appointment as member of the Board, applicants should meet the following requirements:

- 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 working experience of not less than five (5) years in their respective profession;
- 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.

#### 2. SECRETARY - COUNTY PUBLIC SERVICE BOARD

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

- Be a Kenyan Citizen
- Possess a minimum of a Bachelor's Degree from a University recognized in Kenya.
- A Masters Degree or higher qualification will be an added advantage;

- Must be a Certified Public Secretary in good professional standing;
- Have working experience of at least ten (10) years in their respective profession 5 of which should be in administration and management;
- Knowledge in financial management will be an added advantage;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Satisfy the requirement of leadership and integrity in Chapter Six of the Constitution of Kenya 2010;
- 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 flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

### APPLICATION GUIDELINES

- 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;
- Interested candidates are required to submit clearance documentation from:
  - Directorate of Criminal Investigations - (Certificate of Good Conduct)
  - The Kenya Revenue Authority - (Tax Compliance Certificate)
  - The Ethics and Anti-Corruption Commission - (Self-Declaration Form)
  - The Higher Education Loans Board - (Clearance Certificate)
  - Credit Reference Bureau - (Credit Report and Certificate of Clearance)
- Applications should be clearly marked [as the case may apply], as follows:
  - 'Application for the position of Member, County Public Service Board
  - 'Application for the position of Secretary to County Public Service Board'

**Applications should reach the County Secretary by Monday, 13th January 2020 at 5:00 PM East African Time.**

Applications should be sent to:

**The County Secretary, Government of Makeni County P.O. Box 78 - 90300 MAKUENI.** Email: [county.secretary@makeni.go.ke](mailto:county.secretary@makeni.go.ke)

Hand-delivered applications may be dropped at the Office of the County Secretary located at the headquarters of the Government of Makeni County, Wote Town, by 5:00 pm on Monday 13<sup>th</sup> January 2020.

Youth, Women and PWDs are highly encouraged to apply.

**Ag. County Secretary, Government of Makeni County**