

VIHIGA COUNTY GOVERNMENT



OFFICE OF THE GOVERNOR

P.O. BOX 344-50300

MARAGOLI

VACANCIES

Pursuant to the provisions of the County Government Act, No. 17 of 2012 Section 35, 36, 44 and 45, 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:

I. COUNTY CHIEF OFFICER (15 Position) JOB GROUP “S”

Each chief officer will be in charge of one of the following departments:

1. Finance and Economic planning
2. Agriculture, Livestock & Fisheries
3. Co-operatives
4. Environment, Energy and Natural resources
5. Water
6. Administration and Coordination of County Affairs
7. Early Childhood Education, Research & Innovation.
8. Technical & Vocational Training
9. Transport & Infrastructure
10. Public Health
11. Medical services
12. Physical planning, Land & Housing
13. Youth, Sports, Culture & Social Services
14. Trade, Industry, Tourism & Entrepreneurship
15. Information, Communication & Technology

Requirements for appointment

- Be a Kenyan citizen;
- Have a Bachelor’s degree from a recognized institution in Kenya. Possession of a master’s degree in a relevant field will be an added advantage
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 of which should be in a senior/managerial position in a large organization;

- Demonstrate thorough understanding of County development objectives of vision 2030;
- Be a strategic thinker and results-oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict timelines;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;
- 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; and
- Be Computer literate.

Duties and responsibilities

The Chief Officer will be the authorized officer and accounting officer in the specific department and shall be responsible to the respective County Executive Committee Member.

Specific duties will include

- Day to day administration of a County department;
- Formulation and implementation of programs to attain Vision 2030 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 National Values and Principles of good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010; and
- Performing any other duties as may be assigned from time to time.

Terms of Service: Contract

Salary: As per the Salaries and Remuneration Commission

How to Apply

Please attach copies of the following documents, in addition to the above:

1. National Identity card
2. Curriculum Vitae
3. Academic certificates.
4. Professional certificates

5. In compliance of Chapter Six of the Constitution provide the following **current**clearances:
- (a) Police Clearance Certificate from CID
 - (b) Tax compliance Certificate from Kenya Revenue Authority
 - (c) Ethics and Anti-Corruption Commission Form
 - (d) Clearance Certificate from HELB (where applicable)
 - (e) Clearance from any Credit Reference Bureau

Hand Delivered applications should be submitted in a sealed envelope to the office of the Secretary County Public Service Board, on or before 8TH September, 2017, by 5: 00p.m Governors Building ,Ground Floor Room 3.

The position applied for should be clearly indicated on top of the envelop

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 344-50300
MARAGOLI**

County Government of Vihiga is an equal opportunity employer Women and persons living with disabilities are encouraged to apply Canvassing will lead to automatic disqualification.

Only shortlisted Candidates will be notified.

Those with certificates from foreign institutions must have them certified by the relevant authority.