

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 SECRETARY (1 Position) – JOB GROUP ‘T’

The County Secretary shall provide guidance and direction to the County Public Service and will be answerable to the Governor.

Requirements for appointment

- Be a Kenyan citizen;
- Be in possession of a Bachelor’s degree and Master’s degree in either Strategic Management, Business Administration, Economics or equivalent qualifications from a university recognized in Kenya;
- Have working experience of not less than 10 years at managerial/Senior level in a large organization;
- Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;
- Be conversant with Government policies and regulations, 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 timelines;
- Have good interpersonal and communication skills;
- Demonstrate thorough understanding of County development objectives and vision 2030;
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service; and
- Be computer literate.

Duties and responsibilities

- Head of the County Public Service;
- Responsible for 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 institutions;
- Ensure efficient management of the County Government resources ; and
- Performing any other functions as directed by the County Executive Committee.

Terms of Service: Contract

Salary: As per the Salaries and Remuneration Commission

II. DEPUTY COUNTY SECRETARY (1 Position) JOB GROUP ‘S’

The Deputy County Secretary shall deputize the County Secretary.

Requirements for appointment

- Be a Kenyan citizen;
- Be in possession of a Bachelor’s degree Social Science/Management from a university recognized in Kenya;
- Possession of a Master’s degree in a relevant field will be an added advantage;
- Knowledge and experience in financial management will be desirable;
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- Have working experience of not less than 10 years, of which 3 should be in a large organization;
- Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;
- Demonstrate thorough understanding of County development objectives and vision 2030;
- Have capacity to work under pressure to meet strict timelines;
- Have good interpersonal and communication skills; and
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service; and
- Be conversant with Government policies and regulations, and devolution laws;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Be computer literate.

Duties and responsibilities

The deputy County Secretary will be responsible to the County Secretary for the following

- Secretary to the County performance management and monitoring Committee;
- Dissemination of County Government policies & programmes;
- Coordinating County Government functions, reports and programmes;
- Preparing and drafting memoranda, Ministerial position and concept papers;
- Follow-up action on Executive Committee decisions and directives with relevant Departments;
- Conducting technical research and special studies on policy issues;

- Supporting in establishing strong linkages between County Departments and external stakeholders; and
- Performing any other duties that 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.