

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

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“Transforming Public Service”

CAREER OPPORTUNITIES

INTERNAL ADVERTISEMENT

The County Government of Vihiga is seeking to recruit highly transformative and dynamic self-driven individuals with a highly degree of integrity, result oriented, demonstrable professionalism, competence and impeccable capability to fill the position of **DEPUTY DIRECTOR-ADMINISTRATION** in the office of the deputy governor.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Be a holder of at least a first degree from a university recognized in Kenya;
- iii. Have knowledge, experience in administration and management; and
- iv. Satisfy the requirement of Chapter Six of the Constitution.

DUTIES AND FUNCTIONS

The Deputy Director - Administration in the office of the Deputy Governor shall supervise the political and personal staff of the Deputy Governor.

- i. Ensuring the overall administration and management of the Deputy Governor's Office;
- ii. Liaising closely with the Deputy Governor to ensure the overall smooth running of the office;
- iii. Liaising with the office of the Governor in managing the Deputy Governor's diary to ensure smooth operation;
- iv. Supervising the political and personal staff in the Deputy Governor's office
- v. Coordinating the Deputy Governor's contacts and visits in consultation with the Chief of Staff;
- vi. Act as central contact point for all areas within the Office of the Deputy Governor;
- vii. Liaising with the Director Communication in the office of the Governor in managing communication in the Deputy Governor's Office
- viii. Protecting the interests of the Governor and Deputy Governor;
- ix. Proactively manage risks and issues in the Deputy Governor's office and escalate to the Deputy Governor as required;
- x. Any other duties that may be allocated by the Governor;

Terms of service: the officer shall serve under the tenure of the Deputy Governor

Salary: as per the Salaries and Remuneration Commission guidelines

How to Apply

The applicants should download the application for Employment form **"VCPSB/APP.01A-2019"** on the official County Website, complete it and submit to the undersigned on or before **Tuesday 11th August, 2020 at 5pm.**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 880-50300
MARAGOLI**

**QUEENS ARCADE BUILDING MBALE TOWN
ALONG KISUMU KAKAMEGA ROAD**

Please Note

- Attach your ID card , Academic, Professional or any other documents to the application form
- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority.