

# COUNTY GOVERNMENT OF VIHIGA



## OFFICE OF THE GOVERNOR

### DECLARATION OF A VACANCY

#### POSITION OF MEMBER OF THE COUNTY PUBLIC SERVICE BOARD (I POST)

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 58A (5) of The County Governments Act No.17, 2012, as amended by the County Governments Act of 2020. The County Government of Vihiga invites Applications from suitably qualified persons to fill the following position at the Vihiga County Public Service Board.

#### **A. Qualifications and experience**

1. Be a Kenyan Citizen.
2. Be in possession of a Bachelor's degree from a university recognized in Kenya.
3. Have a working experience of not less than five(5) years.
4. Meet the requirement of Chapter Six of the Constitution on leadership and integrity.
5. Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
6. Is not a state or public officer.
7. Has not, at any time within the preceding 5 years, held office, or stood for election as
  - a) a member of parliament or of county assembly, or
  - b) a member of a governing of a political party.
8. Is, or has at any time been a candidate for election as a member of parliament or county assembly.
9. Is, or has at any time been the holder of an office in any political organization that sponsors or otherwise supports or has at any time sponsored or otherwise supported a candidate for election as a member of parliament or of a county assembly.

#### **B. Duties and Responsibilities of the Board**

1. Establish and abolish offices in the County Public Service.
2. Appoint persons to hold or act in office of Public County Offices including the Boards of cities and urban areas within the County and to confirm appointments.
3. Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service.
4. Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board.
5. Promote in the County Public Service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya.

6. Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya are complied with in the County Public Service.
7. Facilitate the development of coherent, integrated Human Resource Planning and Budgeting for personnel emolument in the County.
8. Advise the County Government on Human Resource Management and Development.
9. Advise the County Government on implementation and monitoring of the National Performance Management System in the County.
10. Make recommendations to the Salaries and Remunerations Commissions on behalf of the County Government, on the remuneration, pensions and gratuities for County Public service employees.
11. Any other assigned duties from time to time.

### **C. TERM AND CONDITIONS OF SERVICE**

**Tenure:** Six (6) years Non –Renewable Contract which may be on a part time basis.

**Remuneration:** As prescribed by the salary and remuneration commission (SRC).

### **D. JOB APPLICATION PROCEDURE**

1. The applicants **MUST** attach the following copies of documents on the application: -
  - I. A duly completed application for employment form which can be accessed on the county website (Available on <https://vihiga.go.ke/documents/VCPSB.APP.01-2018%20rev.02.2019.pdf>)
  - II. Application and detailed Curriculum Vitae (CV),
  - III. Copy of National Identity (ID) Card,
  - IV. Copies of relevant Academic, Professional Certificates and Testimonials
  - V. Copies of Registration Certificate from the relevant professional bodies (where applicable),
  - VI. Copies of Practicing License from the relevant Regulatory Body (where applicable),
  - VII. Computer Packages Certificate,
  - VIII. Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010),
    - i. VALID Clearance Certificate from the Directorate of Criminal Investigations (DCI)
    - ii. VALID Kenya Revenue Authority (KRA) Clearance Certificate
    - iii. VALID Higher Education Loans Board (HELB) Clearance Certificate
    - iv. Ethics and Anti-Corruption Commission (EACC) Self-Declaration Form
    - v. Credit Reference Bureau (CRB).

### **E. HOW TO APPLY**

Interested and qualified candidates should submit the above required documents and any other supporting documents to the undersigned or hand deliver to the Office of the County Secretary, Vihiga County Government headquarters on or before **19<sup>th</sup> November**

**2021 by 5:00 p.m. in a plain and sealed envelope marked “Application for member of the Vihiga County Public Service Board”.**

**Please Note:**

1. Only shortlisted candidates will be contacted.
2. Canvassing in any form will lead to automatic disqualification.
3. The County Government of Vihiga is committed to implementing the provisions of the Constitution - Article 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons living with disabilities. **THEREFORE, WOMEN AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.**
4. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts and Chapter Six Documents during interviews.
5. Applicants are advised to provide accurate information when making applications, those who give false information regarding their credentials and qualifications will be automatically be disqualified.

The Chairman  
Selection Panel for Member of the County Public Service Board  
Office of the Governor  
County Government of Vihiga  
P.O. Box 344-50300  
Maragoli, Kenya