

# OFFICE OF THE GOVERNOR

## VACANCIES ANNOUNCEMENT

Pursuant to the Constitution of Kenya 2010 Article 235 and Sections 57, 58 & 59 of County Government Act,2012, the Vihiga County Government invites qualified Kenyan citizens to fill the positions of: -

### 1. CHAIRPERSON OF THE COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

#### Duties and Responsibilities

- a. Chairing meetings of the Board.
- b. Establishing and abolishing offices in the County Public Service.
- c. Appointing persons to hold or act in offices in the County Public Service including the committees on Towns and Boards within the County.
- d. Facilitating the development of coherent integrated human resource plans and budgeting for personnel emoluments.
- e. Advising on Human Resource Management and Development.
- f. Advising on implementation and monitoring of National performance management system in the County.
- g. Ensuring regular reports are prepared for submission to the County Assembly on the executive of the functions of the Board.
- h. Exercising disciplinary control over, and remove persons holding or acting in those offices as provided for in Section 59 (C) of the County Government Act No. 17 of 2012.
- i. Promoting public service values and principles in the County Government.
- j. Maintaining effective collaboration and partnerships with the relevant organs of the National and County Government.
- k. Implementing and monitoring of the performance contracting and management system within the County.
- l. Making recommendations to the Salaries and Remuneration Commission on behalf of the County Government on the Remuneration, Pensions & Gratuities for County Public Service employees.
- m. Advising the County Government on its obligations under International Treaties and Conventions on good governance in the County Public Service.
- n. Be a professional who demonstrates absence of breach of the relevant professional Code of Conduct.

#### Academic Qualifications and Attributes

A Bachelor's Degree in any of the following fields: Business Administration, Human Resource Management or Social Sciences from a University recognized in Kenya.

- a. A Master’s Degree in any of the following fields: Business Administration, Human Resource Management or Social Sciences from a University recognized in Kenya will be an added advantage.
- b. Working Experience of at least ten (10) years in administration and management.
- c. Professional competence and managerial capabilities; and clear understanding of national goals, values and principles of governance.
- d. Satisfies the provisions of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- e. Should not be a state or public officer.
- f. Be visionary and a strategic thinker.
- g. Ability to work under pressure and meet strict deadlines
- h. Be a Kenyan Citizen.

**Terms of Service:** Six (6) year non – renewable contract **Salaries and other allowances:** Payable as per the Salaries and Remuneration Commission guidelines.

## **2. MEMBERS OF THE COUNTY PUBLIC SERVICE BOARD – FIVE (5) POSITIONS**

### **Duties and Responsibilities**

- a. Assisting in preparation of regular reports for submission to the County Assembly on the execution of the functions of the Board.
- b. Observing good Corporate Governance Principles in the performance of their duties.
- c. Ensuring delivery of quality services to the citizens.
- d. Promoting public service values and principles in the County Government as referred to in Articles 10 & 232 of the Constitution of Kenya 2010.
- e. Advising on the appointment of persons to hold or act in the Public County Offices, including Boards of Urban areas within the County and to confirm their appointments.
- f. Performing duties as assigned by the Board.

### **Academic Qualifications and Attributes**

- a. A Bachelor’s Degree in any of the following fields: Business Administration, Human Resource Management, Social Sciences from a University recognized in Kenya.
- b. Working Experience of at least five (5) years in administration and management.
- c. Demonstrated Professional Competence and Managerial capabilities; and clear understanding of the Legislation, Policy Framework governing the County Public Service, National Goals, Values and Principles of Governance.
- d. Satisfies the provisions of Chapter Six of the Constitution of Kenya 2010 on Leadership & Integrity.
- e. Should not be a state or public officer.

**Terms of service:** Six (6) year nonrenewable contract. **Salaries and other allowances:** Payable as per the Salaries and Remuneration Commission guidelines.

**For candidates to meet the requirements of chapter six of the constitution of Kenya, all applicants must obtain the following: -**

- a. Tax compliance certificate from Kenya Revenue Authority.
- b. Clearance certificate from the Higher Education Loans Board.
- c. Clearance certificate from the Ethics and Anti-Corruption Commission
- d. Clearance from the Credit Reference Bureau
- e. Certificate of Good Conduct from Criminal Investigations Department.

**Applications should be addressed to the office of:**

**County Secretary & Head of Public Service**

**Vihiga County Government**

**P O Box 344-50300,**

**MARAGOLI**

- a. Applications should be in hard copy and delivered to the office of the **County Secretary on /or before 31<sup>st</sup> May 2019;**
- b. Shortlisted candidates will be required to produce the Original Identity Card, Academic and Professional Certificates Testimonials;
- c. Canvassing will lead to automatic disqualification.

The appointment of members of the Board shall be through a competitive process. Vihiga County Government is an equal opportunity employer. Women, persons living with Disabilities and marginalized groups are encouraged to apply.

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**ACTING COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**

**VIHIGA COUNTY GOVERNMENT**