

COUNTY GOVERNMENT OF VIHIGA



OFFICE OF THE GOVERNOR

- POSITION:-** 1. SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD (ONE) (1) POST.
2. MEMBER VIHIGA COUNTY PUBLIC SERVICE BOARD (ONE) (1) 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 Government Act of 2020 and read together with The Public appointments (County Assemblies Approval) Act. No 5 of 2017, The County Government of Vihiga invites Applications from suitable qualified persons to fill the following positions at the Vihiga County Public Service Board.

1. SECRETARY/CEO, VIHIGA COUNTY PUBLIC SERVICE BOARD (ONE) (1) POST

Qualifications and Experience

- (a) Satisfies the provisions of Chapter Six of the Constitution;
- (b) Is not a state or public officer;
- (ba) Has not at any time within the preceding five years, held office, or stood for election as-
 - i) A member of parliament or of County Assembly; or
 - ii) member of the governing political party
- (bb) Is or as at any time been, a candidate for election as a Member of Parliament or of a County assembly;
- (bc) 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.
- (c) Be a Kenyan Citizen;
- (d) Be in possession of a Bachelor's degree from a university recognized in Kenya;
- (e) Have a working experience of not less than five (5) years;
- (f) Be a professional who demonstrates absence of breach of the relevant professional code of conduct; and
- (g) **MUST** be a Certified Public Secretary of good professional standing.

Duties and Responsibilities

- (a) Establish and abolish offices in the county public service;

- (b) Appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the county and to confirm appointments;
- (c) Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part;
- (d) Prepare regular reports for submission to the county assembly on the execution of the functions of the Board;
- (e) Promote in the county public service the values and principles referred to in Articles 10 and 232;
- (f) Evaluate and report to the county assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service;
- (g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties;
- (h) Advise the county government on human resource management and development;
- (i) Advise county government on implementation and monitoring of the national performance management system in counties;
- (j) Make recommendations to the Salaries and Remuneration Commission, on behalf of the county government, on the remuneration, pensions and gratuities for county public service employees.

2. MEMBER, VIHIGA COUNTY PUBLIC SERVICE BOARD (ONE) (1) POST

Qualifications and Experience

- (a) Satisfies the provisions of Chapter Six of the Constitution;
- (b) Is not a state or public officer;
- (ba) Has not at any time within the preceding five years, held office, or stood for election as-
 - i) A member of parliament or of County Assembly; or
 - ii) member of the governing political party
- (bb) Is or as at any time been, a candidate for election as a Member of Parliament or of a County assembly;
- (bc) 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.
- (c) Be a Kenyan Citizen;
- (d) Be in possession of a Bachelor's degree from a university recognized in Kenya;
- (e) Have a working experience of not less than five (5) years;

- (f) Be a professional who demonstrates absence of breach of the relevant professional code of conduct.

Duties and Responsibilities

- (a) Establish and abolish offices in the county public service;
- (b) Appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the county and to confirm appointments;
- (c) Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part;
- (d) Prepare regular reports for submission to the county assembly on the execution of the functions of the Board;
- (e) Promote in the county public service the values and principles referred to in Articles 10 and 232;
- (f) Evaluate and report to the county assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service;
- (g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties;
- (h) Advise the county government on human resource management and development;
- (i) Advise county government on implementation and monitoring of the national performance management system in counties;
- (j) Make recommendations to the Salaries and Remuneration Commission, on behalf of the county government, on the remuneration, pensions and gratuities for county public service employees.

TERMS AND CONDITIONS OF SERVICE FOR BOTH POSTS

Terms of Service: Six (6) years Non –Renewable Contract.

Salary: As prescribed by the Salaries and Remuneration Commission (SRC).

APPLICATION PROCEDURE

1. The applicants **MUST** attach the following copies of documents on the application letter: -
 - I. A detailed Curriculum Vitae (CV),
 - II. A Certified copy of National Identity (ID) Card or Valid Passport
 - III. Certified copies of relevant Academic, Professional Certificates and Testimonials.
 - IV. Certified copies of Registration Certificate from the relevant professional bodies (where applicable),

- V. Certified Copies of Practicing License from the relevant Regulatory Body (where applicable),
- VI. 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).

HOW TO APPLY

Interested and qualified candidates should submit their applications and any other supporting documents to the undersigned or hand deliver to the Office of the County Secretary, Vihiga County Government headquarters, ground floor on or before **21st April, 2023, latest 5:00 p.m.**

All applications should be in a plain and sealed envelope marked “Application for the position of **Secretary/CEO of County Public Service Board** “or “Application for **Member of County Public Service Board**” (as the case may be) on the envelope.

Applications should be addressed to:

**The Chairman
Selection Panel
Office of the Governor
County Government of Vihiga
P.O. BOX344 - 50300
MARAGOLI, KENYA**

Please Note:

1. Only shortlisted candidates will be contacted.
2. Successful candidates shall be required to appear before the relevant committee of the County Assembly of Vihiga.
3. Canvassing in any form will lead to automatic disqualification.
4. The County Government of Vihiga is committed to implementing the provisions of Article 232 (1) of the Constitution of Kenya, 2010 - 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.**
5. 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.
6. It is a criminal offence to present fake certificates/documents.

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