

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: cpsb@vihiga.ge.ke

"Transforming Public Service"

CAREER OPPORTUNITIES

INTERNAL ADVERT

Vihiga County Public Service Board is a *body corporate established under section 57 of the County Government Act no.17 of 2012* pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board.

Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons to fill the following positions in the department of Public Service Management & ICT.

1. DIRECTORS PUBLIC ADMINISTRATION, JOB GRADE CPSB 03 ("R")
5 POSITIONS

Duties and responsibilities at this level will entail:

- i. Overseeing the development, implementation and review of administrative policies, procedures and strategies;
- ii. Providing professional advice on administrative matters;
- iii. Ensuring response to County Assembly queries; overseeing disaster management and emergency response activities;
- iv. Overseeing the identification of obsolete assets;
- v. Overseeing provision of security and office services;
- vi. Directing general maintenance;
- vii. Managing and controlling office accommodation;
- viii. Overseeing coordination of disaster management and emergency response activities;
- ix. Coordinating implementation of service delivery initiatives; ensuring provision of adequate office equipment and supplies;



- x. Ensuring renewal of insurance policies and transport licenses; overseeing rental management; and ensuring dissemination of administrative policies, procedures and strategies.
- xi. In addition, the Director will be responsible for coordinating the development and implementation of the departmental strategic plan; ensuring the development and review of departmental annual work plans and budgets;
- xii. Managing departmental performance;
- xiii. Ensuring compliance with principles and values of good governance; transparency; accountability; ethics and integrity;
- xiv. Overseeing the management of departmental assets and finances; and overall management and development of staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Deputy Director in public Service for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iii. Master's degree or its equivalent in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- v. Certificate in computer application skills;
- vi. Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Administrative services; and
- vii. A clear understanding of the overall National goals, policies, and development objectives and ability to translate them into Administrative services function.
- viii. Serving officers under job group "P" and "Q" are encouraged to apply



2. SUB-COUNTY ADMINISTRATORS, JOB GRADE CPSB 04 /‘Q’

5 POSTIONS

Requirements for appointment

- i. For appointment to this grade, one must:
- ii. Be a holder of at least a first degree from a university recognized in Kenya;
- iii. Master's degree or its equivalent will be an added advantage,
- iv. Have qualifications and knowledge in administration or management;
- v. Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity.
- vi. Serving officers under job group “N and “P” are encouraged to apply

Duties and Responsibilities

- i. An officer at this level, will be responsible for:
- ii. Coordinating the management and supervision of the general administrative functions in the Sub-County unit;
- iii. Developing policies and plans;
- iv. Ensuring effective service delivery;
- v. Facilitating and coordinating citizen participation in the development of policies, plans and delivery of services;
- vi. Providing and maintaining infrastructure and facilities of public service;
- vii. Coordinating developmental activities to empower the community;
- viii. Maintaining the Sub County public service.
- ix. Performing any functions under powers delegated by the County Public Service Board as provided under section 86 of the CGA.

How to Apply

Interested and qualified candidate should download the application for employment form “VCPSB/APP.01A-2018” on the official County website, fill and submit it together with copies of their National Identity/passport, Academic & Professional certificates and comply with Chapter Six requirements.

The applications to reach the undersigned on or before **21st November, 2023**.

Please take note that;

1. County Government of Vihiga is an equal opportunity employer.



- 2. Youth, Women and Persons Living with Disabilities, Marginalized and Minority** Communities are encouraged to apply.
- 3. Canvassing in any form will lead to automatic disqualification.**
- 4.** Please be informed that Vihiga County Public Service Board **DOES NOT USE AGENTS** nor **CHARGE ANY FEE** for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Clearance certificates (*Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities)*) and any other relevant documents during interviews



SECRETARY / CEO
VIHIGA COUNTY PUBLIC SERVICE BOARD
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