KISII COUNTY GOVERNMENT

Telephone: +254 709727000/1/2,
+254 730184000/1/2,
Website: www.kisii.go.ke

Kisii Municipal Building
P.O. Box 4550 – 40200
Kisii, Kenya.

VACANCY ANNOUNCEMENT

A. OFFICE OF THE GOVERNOR

Pursuant to the Constitution and the provisions of the County Government Act No. 17 of 2012 sections 35,36,44 and 45, the Kisii County Government wishes to recruit suitably qualified persons to fill the following positions.

COUNTY EXECUTIVE COMMITTEE MEMBER – TEN (10) POSTS

i) Administration, Corporate Services & Stakeholder Management
ii) Finance and Economic Planning
iii) Agriculture, Livestock, Fisheries & Cooperative Development
iv) Culture, Sports, Youth & Social Services
v) Health Services
vi) Energy Water, Environment & Natural Resources
vii) Trade and Industry
viii) Lands, Housing, Physical Planning and Urban Development
ix) Roads, Public Works and Transport
x) Education, Labour & Manpower Development

DUTIES AND RESPONSIBILITIES

In addition to the duties provided under Article 183 of the Constitution, a County Executive Committee member shall:

- Implement within the county, National legislation to the extent that the legislation so requires.
- Provide strategic and policy guidance to the departments they are in charge of in particular and the county in general.
- Manage and coordinate the functions of the county department he/she is in charge of.
- Provide the county assembly with full and regular reports on matters relating to the respective department.
- Supervise the administration and the delivery of services in their department of the county government.
- Prepare legislation on their department for consideration of the county assembly.
- Any other duties as may be assigned by the Governor from time to time.

REQUIREMENT FOR APPOINTMENT

For appointment to the position of County Executive Committee member, a person should:

- Be a Kenyan citizen.
- Be a visionary and strategic thinker.
- Be committed to be a part of a team that will enable the County Government realize its vision.
- Be conversant with the Constitution of Kenya and all the devolution laws.
- Be in possession of a first degree from a university recognized in Kenya. Masters degree in a relevant field will be an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution.
- Have capacity to work under pressure to meet strict deadlines.
- Have knowledge and administrative experience of not less than five (5) years.
- Have the ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity.
- Satisfy the requirements of Chapter Six of the Constitution.
- Should not hold any other state or Public Office.
- Understand the diversity, challenges and opportunities within the County.

TERMS OF SERVICE: Contract

SALARY: As prescribed by SRC

How to apply: Applicants are required to get clearance from the following institutions to meet the requirements of Chapter Six of the Constitution, and **MUST** be attached to the application.

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

All applications **MUST** be received by 4:00 pm on Tuesday, 12th September, 2017.

Applicants should submit their applications together with copies of detailed curriculum vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport and clearance certificates, indicating the position applied for on top of the envelope and addressed or delivered to:

County Secretary,
Kisii County Government,
Municipal Building, Ground Floor
P.O Box 4550-40200,
Kisii.

B. COUNTY PUBLIC SERVICE BOARD

1. COUNTY SECRETARY- ONE (1) POST – JG 'T'

DUTIES AND RESPONSIBILITIES

- Be the Secretary to the County Executive Committee
- Be the Head of Public Service
- Be responsible for arranging the business, and keeping the minutes of the County Executive Committee subject to the direction of the County Executive Committee
- Convey the decisions of the County Executive Committee to the appropriate persons or authorities
- Ensure efficient management of resources

Kisii County Government is an equal opportunity employer. Women and Persons Living with Disability are encouraged to apply. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted

- Coordination of the County Government activities.
- Interpret, disseminate and oversees the implementation of National and County Government policies.
- Provide direction and guidance to public officers in the County.
- Perform any other functions as functions as directed by the County Executive Committee.

QUALIFICATIONS

- At least a first degree in social sciences.
- Master's degree in either Strategic Management, Public Administration, or Human Resource Management will be an added advantage.
- Served in the public service for a period of not less than 10 years.
- Done senior management course lasting not less than one month and on job practice for a period of 3 years.

In addition to the qualifications indicated in section 35(3) of the County Government Act, 2012, the candidate **Must** meet the requirements of Chapter Six of the Constitution by attaching:

a) Certificate of good conduct
b) Tax compliance certificate
c) HELB clearance
d) Credit reference Bureau clearance
e) Clearance from EACC

2. CHIEF OFFICERS – SIXTEEN (16) POSTS – JG 'S'

The chief officer shall be the authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member. Applicants should specify the portfolio for which they wish to be considered.

i) Administration, Enforcement & Devolved Units
ii) Stakeholder Management, Public Participation & Disaster Management
iii) Finance & Accounting Services
iv) Planning & Economic Development
v) Agriculture & Cooperative Development
vi) Fisheries, Livestock & Veterinary Services
vii) Culture, Sports, Youth & Social Services
viii) Public Health
ix) Medical Services
x) Water Services
xi) Energy, Environment & Natural Resources
xii) Trade, Industry & Tourism
xiii) Lands, Physical Planning & Urban Development
xiv) Roads
xv) Public Works & Housing
xvi) Education, Labour & Manpower Development

DUTIES AND RESPONSIBILITIES

- The administration of a county department.
- Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- Development and implementation of strategic plans and sector development plans.
- Implementation of policies and regulations for effective service delivery.
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Performing any other duties as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan Citizen.
- Have a Bachelor's degree; possession of a Master's degree in a relevant field will be an added advantage.
- Being a member of a professional body relevant to the position applied will be added an advantage.
- Have knowledge and administrative experience of not less than five (5) years.
- Be conversant with the Constitution and all the devolution laws.
- Demonstrate thorough understanding of county development objectives and Kenya Vision 2030.
- Be a strategic thinker and result oriented.
- Have excellent communication, organizational and interpersonal skills.
- Have capacity to work under pressure to meet deadlines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Satisfy the requirements of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Be computer literate.

TERMS OF SERVICES: Contract

How to apply: Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya, which **MUST** be attached to the application.

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

All applications **MUST** be received by **4:00pm Tuesday, 12th September 2017.**

Applicants should submit their applications together with copies of their detailed curriculum vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport and clearance certificates indicating the position applied for on top of the envelope and addressed to:

The Secretary, County Public Service Board
Mwalimu SACCO Third Floor
P.O Box 4550-40200
Kisii.

Note:

- Interested serving Chief Officers are eligible to apply.
- Hand delivered applications should be dropped at the offices of the County Public Service Board above.

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