



## **THE COUNTY GOVERNMENT OF TAITA TAVETA**

### **VACANCY RE-ADVERTISEMENT**

The County Government of Taita Taveta invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

#### **D) OFFICE OF THE GOVERNOR**

**County Public Service Board – Member - JG S Contract (2 POSTS)**

**Terms of service: 6 Years Contract**

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

#### **QUALIFICATIONS AND REQUIREMENTS**

For appointment to this position the Candidates must:

- Be Kenya citizen.
- Be a holder of a first degree from a University recognized in Kenya (A Master's degree will be added advantage).
- Satisfy the requirements of Chapter 6 of the constitution of Kenya 2010 on leadership and integrity.
- Have knowledge and a working experience of not less than five years
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
- Understand the diversity within the County.
- Be capable to work under pressure to meet strict deadlines
- Be visionary and strategic thinker
- Be committed to be part of a team that will enable the County Government achieve her vision.
- People Living with Disabilities are also encouraged to apply.

Note: Applicants are required to obtain the following documents from the relevant institutions to meet requirements of chapter six of the Constitution of Kenya

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)

- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance Certificate from Ethics and Anti – Corruption Commission (EACC)
- Certificate of Good Conduct from Criminal Investigation Department (CID)
- Credit Reference Bureau clearance

Copies of the clearance certificates **must** be attached to the applications.

## **HOW TO APPLY**

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

**Office of the County Secretary  
County Government of Taita Taveta  
P.O. Box 1066 – 80304  
WUNDANYI**

Hand delivered applications can be submitted at the office of the County Secretary located at former DANIDA building, County headquarters Wundanyi **on or before Tuesday 10<sup>th</sup> October, 2017.**

Soft Copy Applications and Documents can be submitted via the email [cecrecruitment@taitataveta.go.ke](mailto:cecrecruitment@taitataveta.go.ke)

## **II) COUNTY PUBLIC SERVICE BOARD**

### **County Secretary - Job Group T - (1 POSITION)**

**Terms of service: Contract**

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

### **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 directions of the county executive committee.
- Convey the decisions of the county executive committee to the appropriate persons or authorities
- Ensure efficient management of resources
- Coordination of County Government activities
- Interpret ,disseminate and oversee the implementation of National and County Government policies
- Provide direction and guidance to public officers in the County.
- Perform any other functions as directed by the County Executive Committee.

## Qualifications

- Be a Kenyan citizen
- At least a Bachelor degree in social sciences from a recognized university.
- 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 three years in JG S or not less than 10 years at managerial/ senior level in large organization
- Be conversant with government policies and regulation, and devolution laws
- Must have attended a course in Strategic Leadership course
- Conversant with Government processes, protocol and etiquette
- Excellent interpersonal, communication and writing skills
- Demonstrate a thorough understanding of County development objectives and plans of Vision 2030
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- Have capacity to work under pressure to meet strict deadlines
- Have 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
- Computer literate

Note: Applicants are required to obtain the following documents from the relevant institutions to meet requirements of chapter six of the Constitution of Kenya

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance Certificate from Ethics and Anti – Corruption Commission (EACC)
- Certificate of Good Conduct from Criminal Investigation Department (CID)
- Credit Reference Bureau clearance (CRB)

Copies of the clearance certificates **must** be attached to the applications.

Those who are currently working with county government and are interested are encouraged to apply. Canvassing will lead to automatic disqualification. The County Government is an equal opportunity employer. Women and persons living with disabilities are encouraged to apply.

## HOW TO APPLY

All applications together with copies of detailed curriculum vitae, Academic and Professional certificates, testimonials and references, National Identity Card or Passport and clearance certificates

should be submitted in a sealed envelope clearly marked on the left side the position you are applying and addressed to:

**The Secretary,  
County Public Service Board,  
Private Bag, Voi.**

Soft Copy Applications and Documents can be submitted via the email as indicated below:  
[cecrecruitment@taitataveta.go.ke](mailto:cecrecruitment@taitataveta.go.ke) Or delivered at the Board offices Ground floor Maghamba Plaza,  
Opposite Kenya Power offices, Voi **on or before Tuesday 10<sup>th</sup> October, 2017. 4.30 pm**

**NOTE: Those who applied earlier need not re- apply.**