

COUNTY GOVERNMENT OF TAITA TAVETA



OFFICE OF THE GOVERNOR

ADVERTISEMENT

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

VACANCIES IN THE COUNTY PUBLIC SERVICE BOARD

Position : Chairperson County Public Service Board
No of Posts : 1(One)
Terms of Engagement: 6 (Six) Years contract
Remuneration : As Prescribed by the Salaries and Remuneration Commission

REQUIREMENTS FOR APPOINTMENTS

- Be a Kenyan citizen
- Be a holder of a first degree from a University recognized in Kenya (A Master's degree Will be added advantage)
- Have knowledge and working experience of not less than ten years in Administration and Management.
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- Not be a public or a state officer
- Understand the diversity within the County
- Be capable to work under pressure to meet strict deadlines.
- Be a visionary and strategic thinker
- Be committed to be part of a team that will enable the County Government achieve her vision.
- Satisfy the requirement of Chapter 6 of the Constitution of Kenya 2010 on leadership and integrity.

Duties and Responsibilities

- Establish and abolish offices in the County Public Service
- Appoint persons to hold or act in office of Public County offices including in the boards of urban areas within the County to confirm the appointments
- Exercise disciplinary control over and remove persons holding or acting in those offices as provided for under this part.
- Prepare regular reports for submissions to the County Assembly on the execution of the functions of the Board.
- Promote the County Public Service the values and principles of referred to in articles 10 and 232 of the Constitution of Kenya 2010.

- Evaluate and report to the County Assembly on the execution of the functions of the Board.
- Facilitate the development of coherent integrated Human Resource Planning and Budgeting for personnel emolument in the County
- Advise the County Government on human resource management and development.
- Advise the county government on implementation and monitoring of the national performance management system in the county.
- Make recommendation to the salaries and remuneration commission on behalf of the county government on the remuneration, pensions and gratuities for county public service employees.

Position : Member County Public Service Board
No of Posts : 5(Five)
Terms of Engagement: 6 (Six) Years contract
Remuneration : As Prescribed by the Salaries and Remuneration Commission

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- Be a holder of a first degree from a University recognized in Kenya (A Master's degree will be added advantage)
- Have knowledge and a working experience of not less than five years in Administration and Management
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- Not be a public or state officer
- Understand the diversity within the County
- Be capable to work under pressure to meet strict deadlines i) Be visionary and a strategic thinker
- Be committed to be part of a team that will enable the County Government achieve her vision.
- Satisfy the requirement of Chapter 6 of the Constitution of Kenya 2010 on leadership and integrity

Position : Secretary County Public Service Board
No of Posts : 1(One)
Terms of Engagement: 6 (Six) Years contract
Remuneration : As Prescribed by the Salaries and Remuneration Commission

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- Be a holder of a first degree from a university recognized in Kenya (A Master's degree will be added advantage)
- Be a Certified Public Secretary of good professional standing
- 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
- Not be a public or state officer
- Understand the diversity within the County
- Be capable to work under pressure to meet strict deadlines i) Be visionary and a strategic thinker
- Be committed to be part of a team that will enable the County Government achieve her vision
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya 2010 on leadership and integrity

All applications should be submitted in a sealed envelope clearly indicating the positions applied for and addressed to:

**The Interim County Secretary
County Government of Taita
Taveta P.O. Box 1066-80304
WUNDANYI**

Important information

- Candidates **must** attach a clear copy of their national identity card or valid passport.
- Candidates **MUST** satisfy the requirements of chapter 6 by obtaining Clearance from HELB, DCI, KRA, CRB and EACC.
- The applications with copies of academic and professional certificates and other testimonials should reach the office of the County Secretary on or before **10.00 PM on 11th January,2019**
- Youth, women and persons with special needs are encouraged to apply.
- The County Government of Taita Taveta is an equal opportunity employer that seeks to have a diverse work force.
- Only shortlisted candidates will be contacted

**INTERIM COUNTY SECRETARY
COUNTY GOVERNMENT OF TAITA TAVETA**