



COUNTY GOVERNMENT OF NYAMIRA
OFFICE OF THE GOVERNOR



DECLARATION OF VACANCY

The Nyamira County Public Service Board wishes to recruit a competent and qualified citizen to fill the following position as per the Constitution of Kenya 2010 and the County Government Act 2012 Sections 44 and 56:

1. COUNTY SECRETARY – JG ‘T’ (1 POST) - REF: NCG/CPSB/01/11/2019

Duties and Responsibilities

The County Secretary will be the Head of the County Public Service in the County Government and will be responsible for the following:

Be the Secretary to the County Executive Committee

Providing strategic policy direction to improve service delivery in the County Public Service.

Arranging the business, and keeping the minutes of the County Executive Committee subject to the directions of the executive committee.

Conveying the decisions of the County Executive Committee to the appropriate persons or authorities and track their implementation.

Ensure efficient management of resources.

Interpret, disseminate and oversee the implementation of National and County Government policies.

Coordinate County Government activities.

Provide direction and guidance to public officers in the County.

Performing any other functions as directed by the County Executive Committee.

Requirements and competencies for Appointment.

Be a Kenyan citizen.

Be a holder of at least first degree in social sciences from a recognized university in Kenya.

Have knowledge, experience and a distinguished career of more than ten (10) years in senior management and administration.

A master's degree or higher academic qualifications in either Strategic Management, Public Administration, or Human Resource Management from a university recognized in Kenya will be an added advantage.

Done Senior Management course lasting not less than one month and on job practice for a period of 3 years

Have demonstrable leadership and management capacity including knowledge of

public financial management and strategic people management.

Be conversant with the Constitution of Kenya, and Devolution Laws.

Demonstrate understanding and commitment to the national values and principles of governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010. Be a strategic thinker and result oriented.

Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.

Tenure: Contract of 3 years, renewable based on successful performance.

NB. Applicants must meet values and principles set out in Articles 10 and 232 of the Constitution of Kenya 2010 and must attach copies of clearance certificates from:

Higher Education Loans Board [HELB]

Kenya Revenue Authority [KRA] Tax Compliance

Ethics and Anti—Corruption Commission [EACC]

Certificate of Good Conduct [DCI]

Credit Reference Bureau [CRB]

Remuneration:

Remuneration and benefits for the above post is as may be from time to time set by the Salaries and Remuneration Commission.

Job application procedure

Application letters accompanied with detailed curriculum vitae, copies of relevant Academic and Professional Certificates, copy of the National Identity Card, Telephone number[s] and other relevant supporting documents.

All applications should be clearly addressed to:

**The Secretary/CEO
Nyamira County Public Service Board,
MEA Complex,
P.O Box 434 - 40500 Nyamira**

Hand delivered applications should be dropped at the offices of the County Public Service Board offices located at MEA Complex on or before 20th November 2019.

Note:

Only shortlisted candidates shall be contacted.

Nyamira County is an equal opportunity employer. Women, Persons with Disabilities, minority and marginalized groups are encouraged to apply.

Any form of canvassing will lead to automatic disqualification.