

# REPUBLIC OF KENYA

Mobile: 0738727272/0735232323  
E-mail: [info@nyamira.go.ke](mailto:info@nyamira.go.ke)  
Website: <http://www.nyamira.go.ke>

P.O BOX 434-40500  
NYAMIRA

When replying please quote our Reference

17/05/2019



## COUNTY GOVERNMENT OF NYAMIRA OFFICE OF THE GOVERNOR



---

### DECLARATION OF VACANCIES

Pursuant to Section 57 and 58 of the County Governments Act 2012, the Governor of Nyamira County announces the following Vacancies in the Nyamira County Public Service Board:

#### **POSITIONS: CHAIRMAN, BOARD MEMBERS AND SECRETARY/CEO TO THE COUNTY PUBLIC SERVICE BOARD**

##### **Overall 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 the Boards of cities and urban areas within the County and to confirm appointments.
- Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service.
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board.
- Promote in the County Public Service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya.
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya are complied with in the County Public Service.
- 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 recommendations to the Salaries and Remunerations Commissions on behalf of the County Government, on the remuneration, pensions and gratuities for County Public service employees.

**1. CGN/GVN/PSB-ADV/19/01 - CHAIRMAN, COUNTY PUBLIC SERVICE BOARD (ONE POSITION)**

**Qualification and Requirement**

For appointment to this position, the candidate must;

- Be Kenyan Citizen
- Be a holder of, at minimum, a bachelor's degree from a University recognized in Kenya and a working experience of not less than Ten years [10] years in a senior position.
- Satisfy the requirements of Article 6 of the Constitution of Kenya 2010 on Leadership and Integrity.
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
- Understands the diversity within the County.
- Demonstrate ability to work under pressure to meet strict deadlines.
- Be a visionary and strategic thinker

**2. CGN/GVN/PSB-ADV/19/02 - MEMBERS OF THE COUNTY PUBLIC SERVICE BOARD (THREE POSITIONS)**

**Qualification and Requirement**

For appointment to this position the candidate must:

- Be a Kenyan Citizen.
- Be a holder of, at minimum, a bachelor's degree from a University recognized in Kenya a working experience of not less than five [5] years.
- Satisfy the requirements of Article 6 of the Constitution of Kenya 2010 on Leadership and Integrity.
- 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 a visionary and strategic thinker.

### **3. CGN/GVN/PSB-ADV/19/03 - SECRETARY TO THE COUNTY PUBLIC SERVICE BOARD (ONE POSITION)**

#### **Qualification and Requirement**

For appointment to this position the candidate must:

- Be a Kenyan Citizen.
- Be a holder of, at minimum, a bachelor's degree from a University recognized in Kenya
- Working experience of not less than five [5] years.
- Satisfy the requirements of Article 6 of the Constitution of Kenya 2010 on Leadership and Integrity.
- **A certified public secretary (CPSK)**
- 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 a visionary and strategic thinker.

#### **Tenure**

6 years contract

**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 [CID]
- Credit Reference Bureau [CRB]

#### **Note:**

Only shortlisted candidates shall be contacted.

Remuneration and benefits for the above posts are 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 marked on top of the envelope indicating the post applied for and should be addressed to:

**The Chairman**

**Adhoc Recruitment and Selection Committee**

**Office of The Governor,**

**County Government of Nyamira**

**P. O. BOX 434-40500. Nyamira**

Deadline for submission of applications is **3<sup>rd</sup> June 2019.**

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.