

REPUBLIC OF KENYA

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NYAMIRA

When replying please quote our  
Reference



COUNTY GOVERNMENT OF NYAMIRA  
OFFICE OF THE GOVERNOR



TUESDAY, 3<sup>rd</sup> MARCH, 2026

VACANT POSITIONS

Pursuant to section 58 and 58A of the County Governments Act, 2012, the Selection Panel for the appointment of chairperson, members and secretary of the Nyamira County Public Service Board invites application from qualified individuals for consideration for the following positions in the Nyamira County Public Service Board:

Designation	No. of Vacancies
Chairperson	1
Members	5
Secretary	1

Overall duties and responsibilities of the Board

1. Establish and abolish offices in the county public service;
2. Appoint persons to hold or act in offices of the county public service including in the Boards of urban areas within the county and to confirm appointments;
3. Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part;
4. Prepare regular reports for submission to the county assembly on the execution of the functions of the Board;
5. Promote in the county public service the values and principles referred to in Articles 10 and 232;
6. Evaluate and report to the county assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service;
7. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in county;
8. Advise the county government on human resource management and development;
9. Advise county government on implementation and monitoring of the national performance management system in county;
10. Advise County government of the implementation and monitoring of the National Performance Management system
11. Support the development and operationalization of County Public Service Code of Conduct; and

12. Make recommendations to the Salaries and Remunerations Commission (SRC) on behalf of the County Government, on the remuneration, pensions and gratuities for County Public Service employees.

**1. CHAIRPERSON OF THE COUNTY PUBLIC SERVICE BOARD- ONE (1) POST**

**QUALIFICATIONS FOR APPOINTMENT**

1. Be a Kenya Citizen;
2. Not be a state or public officer;
3. Be in possession of a first degree from a recognized university in Kenya;
4. Have knowledge and working experience of not less than ten (10) years;
5. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity;
6. Has not, at any time within the preceding five years, held office, or stood for election as:
  - a. A member of Parliament or of a county assembly; or
  - b. A member of the governing body of a political party;
7. Is, or as at any time been, a candidate for election as a member of Parliament or of a county assembly;
8. Is, or has at any time been, the holder of an office in any political organization that sponsors or otherwise supports, or has at any time sponsored or otherwise supported, a candidate for election as a member of Parliament or of a county assembly;
9. Have demonstrated professional competence and managerial capabilities;
10. Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
11. Demonstrate an appreciation of the diversity within the county;
12. Be able to work under pressure and meet strict deadlines;
13. Be visionary and strategic in approach;
14. Have experience in organizational and/or human resource development. Senior public or private sector leadership will be an added advantage;
15. Be a team player with ability to network and
16. Demonstrate flexibility and adaptability.

**2. MEMBER OF THE COUNTY PUBLIC SERVICE BOARD-FIVE (5) POSTS**  
**QUALIFICATIONS FOR APPOINTMENT**

1. Be a Kenya Citizen;
2. Not be a state or a Public Officer;
3. Has not, at any time within the preceding five years, held office, or stood for election as:
  - a. a member of Parliament or of a county assembly; or
  - b. A member of the governing body of a political party;



4. Is, or as at any time been, a candidate for election as a member of Parliament or of a county assembly;
5. Is, or has at any time been, the holder of an office in any political organisation that sponsors or otherwise supports, or has at any time sponsored or otherwise supported, a candidate for election as a member of Parliament or of a county assembly;
6. Be in possession of a first degree from a recognized university in Kenya;
7. Have knowledge and working experience of not less than five (5) years;
8. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity;
9. Have demonstrated professional competence and managerial capabilities;
10. Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
11. Demonstrate an appreciation of the diversity within the county;
12. Be able to work under pressure and meet strict deadlines;
13. Be visionary and strategic in approach;
14. Have experience in organizational and/or human resource recruitment and development in technical and functional areas within the County Public Service;
15. Be a team player with ability to network and;
16. Demonstrate flexibility and adaptability;

### **3. SECRETARY, COUNTY PUBLIC SERVICE BOARD- ONE (1) POST**

#### **QUALIFICATIONS FOR APPOINTMENT**

1. Be a Kenya Citizen;
2. Not be a state or public officer;
3. Be in possession of a first degree from a recognized university in Kenya;
4. Have knowledge and working experience of not less than five (5) years;
5. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity;
6. A certified public secretary of good professional standing;
7. Have demonstrated professional competence and managerial capabilities;
8. Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
9. Demonstrate an appreciation of the diversity within the county;
10. Be able to work under pressure and meet strict deadlines;
11. Be a team player with ability to network and
12. Demonstrate flexibility and adaptability.



## **TENURE OF OFFICE**

Six (6) year non-renewable contract which may be on full time or part-time basis and shall not be eligible for re-appointment.

## **TERMS AND CONDITIONS OF SERVICE**

- a) The Chairperson and Members of the County Public Service Board shall serve on a full-time or part-time basis.
- b) The remuneration and benefits for the Chairperson and Members of the County Public Service Board shall be as determined by the Salaries and Remuneration Commission.

### **How to Apply**

- (a) All applications both manual and online should be accompanied by a curriculum vitae, certified copies of relevant academic and professional certificates, national identity card or passport together with relevant testimonials and supporting documents.
- (b) All applications should be clearly marked "Application for the position of Chairperson, County Public Service Board" or "Application for the position of Member, County Public Service Board" or "Secretary, County Public Service Board" and submitted in any of the following ways:

### **Hand delivery**

- (i) The County Secretary and Head of Public Service, First Floor, County Headquarters,

**Monday to Friday (between 8.00 a.m. and 5.00 p.m. E.A.T)**

- (ii) **Online**

e-mail to: [cpsbselectionpanel@nyamira.go.ke](mailto:cpsbselectionpanel@nyamira.go.ke)

- (iii) **Post Office in ordinary or registered mail, to:**

**The Chairperson,  
Selection Panel for the recruitment of  
Chairperson, Members and Secretary Nyamira County Public Service Board,  
P.O. Box 434-40500,  
Nyamira**

### **Important Notes:**

- 1) Names of all applicants, shortlisted candidates and an interview schedule will be published in the Nyamira County website: [www.nyamira.go.ke](http://www.nyamira.go.ke) after the lapse of the application period.
- 2) Incomplete applications and those without relevant qualifications and documentation will not be considered.

- 3) Shortlisted candidates shall be required to produce valid clearance certificates during the interview from the following institutions;
  - (i) Ethics and Anti-Corruption Commission;
  - (ii) Higher Education Loans Board;
  - (iii) Kenya Revenue Authority;
  - (iv) Credit Reference Bureau; and
  - (v) Directorate of Criminal Investigations (Certificate of Good Conduct).
- 4) Shortlisted candidates shall be required to produce their original national identity cards or passports, academic and professional certificates, transcripts and testimonials during the interviews.
- 5) Note that it is a criminal offence to produce fake certificates or impersonate.
- 6) The nominated candidates shall be required to go through the County Assembly for vetting and approval pursuant to the Public Appointments (County Assemblies) Approval Act 2017 and Nyamira County Assembly Standing Orders.
- 7) Canvassing for these positions will lead to automatic disqualification.
- 8) Women, minorities, marginalized and persons with disabilities are encouraged to apply.

All applications both manual and online must reach the selection panel **on or before Tuesday, 17<sup>th</sup> March 2026, 5.00 p.m. E.A.T**

**Nyamira county is an equal opportunity employer and encourages women and persons living with disability to apply.**

A handwritten signature in black ink, appearing to be 'H. N. N. B. 98', is written over a rectangular stamp. The stamp contains some illegible text, possibly a date or reference number.

