OFFICE OF THE GOVERNOR

VACANCIES ANNOUNCEMENT

Pursuant to the Constitution of Kenya 2010 Article 235 and Sections 57, 58 & 59 of County Government Act,2012, the Vihiga County Government invites qualified Kenyan citizens to fill the positions of:

1. CHAIRPERSON OF THE COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Duties and Responsibilities

a. Chairing meetings of the Board.
b. Establishing and abolishing offices in the County Public Service.
c. Appointing persons to hold or act in offices in the County Public Service including the committees on Towns and Boards within the County.
d. Facilitating the development of coherent integrated human resource plans and budgeting for personnel emoluments.
f. Advising on implementation and monitoring of National performance management system in the County.
g. Ensuring regular reports are prepared for submission to the County Assembly on the executive of the functions of the Board.
h. Exercising disciplinary control over, and remove persons holding or acting in those offices as provided for in Section 59 (C) of the County Government Act No. 17 of 2012.
i. Promoting public service values and principles in the County Government.
j. Maintaining effective collaboration and partnerships with the relevant organs of the National and County Government.
k. Implementing and monitoring of the performance contracting and management system within the County.
l. Making recommendations to the Salaries and Remuneration Commission on behalf of the County Government on the Remuneration, Pensions & Gratuities for County Public Service employees.
m. Advising the County Government on its obligations under International Treaties and Conventions on good governance in the County Public Service.
n. Be a professional who demonstrates absence of breach of the relevant professional Code of Conduct.

Academic Qualifications and Attributes

A Bachelor’s Degree in any of the following fields: Business Administration, Human Resource Management or Social Sciences from a University recognized in Kenya.
a. A Master’s Degree in any of the following fields: Business Administration, Human Resource Management or Social Sciences from a University recognized in Kenya will be an added advantage.

b. Working Experience of at least ten (10) years in administration and management.

c. Professional competence and managerial capabilities; and clear understanding of national goals, values and principles of governance.

d. Satisfies the provisions of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

e. Should not be a state or public officer.

f. Be visionary and a strategic thinker.

g. Ability to work under pressure and meet strict deadlines.

h. Be a Kenyan Citizen.

**Terms of Service**: Six (6) year non-renewable contract **Salaries and other allowances**: Payable as per the Salaries and Remuneration Commission guidelines.

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2. **MEMBERS OF THE COUNTY PUBLIC SERVICE BOARD – FIVE (5) POSITIONS**

**Duties and Responsibilities**

a. Assisting in preparation of regular reports for submission to the County Assembly on the execution of the functions of the Board.

b. Observing good Corporate Governance Principles in the performance of their duties.

c. Ensuring delivery of quality services to the citizens.

d. Promoting public service values and principles in the County Government as referred to in Articles 10 & 232 of the Constitution of Kenya 2010.

e. Advising on the appointment of persons to hold or act in the Public County Offices, including Boards of Urban areas within the County and to confirm their appointments.

f. Performing duties as assigned by the Board.

**Academic Qualifications and Attributes**

a. A Bachelor’s Degree in any of the following fields: Business Administration, Human Resource Management, Social Sciences from a University recognized in Kenya.

b. Working Experience of at least five (5) years in administration and management.

c. Demonstrated Professional Competence and Managerial capabilities; and clear understanding of the Legislation, Policy Framework governing the County Public Service, National Goals, Values and Principles of Governance.

d. Satisfies the provisions of Chapter Six of the Constitution of Kenya 2010 on Leadership & Integrity.

e. Should not be a state or public officer.

**Terms of service**: Six (6) year nonrenewable contract. **Salaries and other allowances**: Payable as per the Salaries and Remuneration Commission guidelines.
For candidates to meet the requirements of chapter six of the constitution of Kenya, all applicants must obtain the following:

a. Tax compliance certificate from Kenya Revenue Authority.
b. Clearance certificate from the Higher Education Loans Board.
c. Clearance certificate from the Ethics and Anti-Corruption Commission
d. Clearance from the Credit Reference Bureau
e. Certificate of Good Conduct from Criminal Investigations Department.

Applications should be addressed to the office of:

County Secretary & Head of Public Service
Vihiga County Government
P O Box 344-50300,
MARAGOLI

a. Applications should be in hard copy and delivered to the office of the County Secretary on/or before 31st May 2019;
b. Shortlisted candidates will be required to produce the Original Identity Card, Academic and Professional Certificates Testimonials;
c. Canvassing will lead to automatic disqualification.

The appointment of members of the Board shall be through a competitive process. Vihiga County Government is an equal opportunity employer. Women, persons living with Disabilities and marginalized groups are encouraged to apply.

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ACTING COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE
VIIHIGA COUNTY GOVERNMENT