

COUNTY GOVERNMENT OF KILIFI



OFFICE OF THE COUNTY SECRETARY

VACANCIES ANNOUNCEMENT

Kilifi County wishes to recruit competent and qualified persons to fill in the following positions:

1. CHAIRPERSON OF THE COUNTY PUBLIC SERVICE BOARD

Duties and responsibilities

- i. Chairing meetings of the board.
- ii. Establishing and abolishing offices in the County Public Service.
- iii. Appointing persons to hold or act in offices in the County Public Service including the committees on towns.
- iv. Facilitating the development of coherent integrated human resource plans and the budgeting for personnel emoluments.
- v. Advising on human resource management and development.
- vi. Advising on implementation and monitoring of the national performance management system in the County.
- vii. Ensuring regular reports are prepared for submission to the County Assembly on the executive of the functions of the board.
- viii. Exercising disciplinary control over persons holding or acting in the County Government.
- ix. Promoting public service values and principles in the County Government.
- x. Maintaining effective collaboration and partnerships with the relevant organs of the National and County Government.

- xi. Implementation and monitoring of the performance contracting and management system within the County.

Academic Qualifications and Attributes

- i. A bachelor's degree in any of the following fields: business administration, human resource management or social sciences from a University recognized in Kenya.
- ii. 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.
- iii. Working experience of at least at ten (10) years in administration and management.
- iv. Professional competence and managerial capabilities; and clear understanding of national goals, values and principles of governance.
- v. Satisfies the provisions of chapter six of the Constitution.
- vi. Should not be a state or public officer.
- vii. Be visionary and a strategic thinker.
- viii. Ability to work under pressure and meet strict deadlines.

Terms of service: Six (6) year non - renewable contract

Salary scale: 225,000×18,750 p.a.-243,750×18,750 p.a. -262,500×18,750 p.a. – 281,250×18,750 p.a. -300,000×18,750 p.a. – 318,750

Other allowances: Payable as per the Salaries and Remuneration Commission circulars

2. SECRETARY OF THE COUNTY PUBLIC SERVICE BOARD

Duties and responsibilities

- i. Preparing and circulating minutes and agenda of board meetings
- ii. Developing annual work plans for the board with the guidance of the chairperson.
- iii. Conveying decisions of the board

- iv. Providing guidance and advice to the secretariat on matters of ethics and governance.
- v. Performing any other duties assigned by the Chairperson of the board.

Academic Qualifications and Attributes

- i. A bachelor's degree in any of the following fields: business administration, human resource management or social sciences from a University recognized in Kenya.
- ii. 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.
- iii. Must be a Certified Public Secretary.
- iv. Working experience of at least at ten (10) years in administration and management
- v. Demonstrated professional competence and managerial capabilities; and clear understanding of national goals, values and principles of governance.
- vi. Satisfies the provisions of chapter six of the Constitution.
- vii. Should not be a state or public officer.

Terms of service: Six (6) year non - renewable contract

Salary scale: 165,089×7,353 p.a. – 172,442×7,353 p.a. – 179,795×7,353 p.a. – 187,184×7,353 p.a. – 194,501× 7,353 p.a. – 201,854

Other allowances: Payable as per the Salaries and Remuneration Commission circulars

3. MEMBERS OF THE COUNTY PUBLIC SERVICE BOARD

Duties and Responsibilities

- i. Have a clear understanding of the legislation and policy framework governing the County Public Service.

- ii. Observing good corporate governance principles in the performance of your duties.
- iii. Ensuring delivery of quality services to the citizens.
- iv. Promoting public service values and principles in the County Government.
- v. Performing duties as assigned by the board.

Academic Qualifications and Attributes

- i. A Bachelor's degree in any of the following fields: business administration, human resource management, social sciences from a University recognized in Kenya.
- ii. Working experience of at least five (5) years in administration and management.
- iii. Demonstrated professional competence and managerial capabilities; and clear understanding of national goals, values and principles of governance.
- iv. Satisfies the provisions of chapter six of the constitution.
- v. Should not be a state or public officer.

Terms of service:six (6) year non - renewable contract

Salary scale: 180,000×15,000 p.a. – 195,000×15,000 p.a. – 210,000× 15,000 p.a. - 225,000×15,000 p.a. – 240,000× 15,000 p.a. – 255,000

Other allowances: Payable as per the Salaries and Remuneration Commission circulars

Interested candidates are required to use the application for employment form (KCPSB 001) and attach copies of their ID, Curriculum Vitae, Academic and Professional certificates and testimonials. The application for employment form can be obtained from the Kilifi County Public Service Board Offices or downloaded from the Kilifi County website.

For candidates to meet the requirements of chapter six of the constitution of Kenya, all applicants must obtain the following:

- i. Tax compliance certificate from Kenya Revenue Authority

- ii. Clearance certificate from the Higher Education Loans Board
- iii. Clearance certificate from the Ethics and Anti - Corruption Commission
- iv. Certificate of Good Conduct
- v. Clearance from the Credit Reference Bureau

Applications should be addressed to:

**THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE,
COUNTY GOVERNMENT OF KILIFI,
P.O. BOX 519-80108,
KILIFI.**

Applications should be in hard copy and received not later than 31st January, 2019.

Kilifi County is an equal opportunity employer. Women and physically challenged persons are encouraged to apply.

Note:

- Only shortlisted candidates will be contacted
- Canvassing will lead to automatic disqualification