

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

Pursuant to the Constitution of Kenya (2010) and the County Government Act of 2012, the Kilifi County Public Service Board invites applications from suitably qualified persons to fill the following positions:

COUNTY CHIEF OFFICERS (13 POSITIONS) REF: CG/KLF/CPSB/ADVRT/05/10/17

The County Chief Officers shall be in –charge of the following portfolios

1. Finance & Economic Planning
2. Lands, Energy, Housing, Physical Planning and Urban Development.
3. Trade, Cooperative Development & Tourism
4. Environment, Natural Resources & Wildlife
5. Water & Sanitation Services
6. Medical Services
7. Public Health
8. Roads, Transport & Public Works
9. Agriculture, Livestock and Fisheries
10. Education and ICT
11. Culture, Social Services and Sports
12. Devolution, Public Service and Disaster Management
13. Office of the Governor.

DUTIES AND RESPONSIBILITIES

The Chief Officer shall be the authorized officer in respect of exercising delegated powers and shall be responsible to the respective County Executive Committee Member for:

- Day to day administration of the department
- Development and implementation of strategic plans and sector development goals including performance management

- Formulation and implementation of effective programs aligned to County Vision and the County Integrated Development Plan
- Implementation of policies formulated by the County and the National government
- Implementation of county laws and regulations
- Promoting National values and principles of governance & values and principles of public service as outlined in Article 232 of the Constitution of Kenya 2010
- Performing any other duties as may be assigned from time to time by the Head of Department and the County Secretary

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- Have a Bachelors degree from a University recognized in Kenya
- Possession of a Master's degree will be an added advantage
- Be computer literate
- Demonstrate a thorough understanding of socio-economic development objectives and the Kilifi County Integrated Development Plan and Vision 2030
- Have knowledge, experience and distinguished career of not less than 5 years at a senior management level
- Be a strategic thinker and be results-oriented
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet strict timelines
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- Ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Proof of registration with the relevant professional body will be required
- Satisfy the requirements of Chapter Six of the Constitution

Terms of service: Contract

Salary: As per Salary 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 KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)

- (d) Certificate of good conduct
- (e) Credit Reference Bureau clearance

All applicants **MUST** use the Application for Employment Form (KCPSB 001)

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants should;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI.**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 27th day of October, 2017.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

Note:

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