

REPUBLIC OF KENYA



**EMBU COUNTY PUBLIC SERVICE BOARD
P.O Box 2871 – 60100, Trade Building, 2nd Floor, Embu**

ADVERTISEMENT

Pursuant to the Constitution of Kenya 2010 Section 235 and the County Government Act 2012 Section 58, the County Service Board of Embu wishes to recruit competent and qualified persons to fill the following vacant positions in the Embu County Public Service Board.

1. SECRETARY COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Requirements:

- i. Be a Kenyan Citizen
- ii. Be a holder of at least a first degree from a recognized University in Kenya (Masters degree in Human Resource Management/Business Administration/Public Administration will be an added advantage)
- iii. Be a Certified Public Secretary and in good Professional Standing
- iv. Have knowledge and a working experience of not less than (10) years.
- v. Be a professional who demonstrate absence of breach of the relevant professional code of conduct
- vi. Understand the diversity within the County
- vii. Be capable to work under pressure to meet strict deadlines
- viii. Must not be a state or public officer
- ix. Satisfy the requirement of Chapter Six of the Constitution.

Duties and Responsibilities:

The secretary to the board is the link between the board members and the secretariat and he is accountable to the board members for:-

- i. Preparing and circulating agenda and minutes of the Board meetings
- ii. Developing annual work plan for the board with the guidance of the chairperson
- iii. Conveying the decision of the board
- iv. Providing guidance and advice to the secretariat on matters of Ethics and good governance

Terms of Service: Contract

2. BOARD MEMBER – PUBLIC SERVICE BOARD, TWO (2) POSITIONS

Requirements:

- i. Be a Kenyan Citizen
- ii. Be a holder of at least a first degree from a recognized University in Kenya (Masters degree in Human Resource Management/Business Administration/Public Administration will be an added advantage)
- iii. Have knowledge and a working experience of not less than (5) years in Human Resource Management and Administration.

- iv. Be a professional and demonstrate respect for the relevant professional code of conduct
- v. Understand the diversity within the County
- vi. Be committed to be part of a team that will enable the County Government achieve her vision.
- vii. Must not be a state or public officer
- viii. Satisfy the requirement of Chapter Six of the Constitution.

Duties and Responsibilities:

- i. Shall sit in the County Public service Board meetings
- ii. Making resolutions to effect performance in the County Public Service
- iii. Monitoring and evaluating extent to which principles and values of public service are promoted
- iv. Facilitate implementation of County Public Service board agenda
- v. Facilitate reports preparations to the County Assembly and to the Executive
- vi. Any other function conferred by legislation.

Terms of Service: Contract

APPLY

The candidate should attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic: Professional Certificates and testimonials**
- iii. **Clearance certificate from Higher Education Loan Board (HELB); Kenya Revenue Authority (KRA); Criminal Investigation Department (CID); Ethics and Anti-Corruption Commission (EACC); and Credit Reference Bureau (CRB)**
- iv. **Any other relevant supporting documents.**

All applicants are requested to download the application form from Embu County website:- [**www.embu.go.ke**](http://www.embu.go.ke)

Women, persons with disability and other disadvantaged persons are encouraged to apply.

Any candidate who directly or indirectly canvases shall lead to automatic disqualification.

All applications should be sent to the undersigned on or before **19th October, 2017.**

**THE SECRETARY/CEO
PUBLIC SERVICE BOARD
P.O BOX 2871-60100, EMBU**

- NB:**
1. Only short listed candidates shall be contacted.
 2. The reference number of the position being applied **MUST** be indicated on the envelop and the Application.

Embu county Government is an equal opportunity Employer