

REPUBLIC OF KENYA



THE COUNTY GOVERNMENT OF EMBU

RE-ADVERTISEMENT

Pursuant to the provisions of the County Government Act, No.17 of 2012 Section 35,36 and 45, the Embu County Government wishes to consider applications from highly qualified, results-oriented and self-motivated Kenyan citizens for appointment to the following positions.

COUNTY SECRETARY - ONE (1) POST – JOB GROUP ‘T’

The County Secretary will provide guidance and direction to the County Public Service and will be answerable to the Governor.

Duties and Responsibilities

- Head of the Public Service
- Responsible for arranging the business and keeping the minutes of the County Executive Committee subject to the directions of the Executive Committee.
- Conveying the decisions of the County Executive Committee to the appropriate persons or institutions
- Ensuring efficient management of the County Government resources; and
- Performing any other functions as directed by the County Executive Committee.

Requirements for Appointment

For appointment to this position, the person should:

- Be a Kenyan citizen
- Be in possession of a Bachelor's Degree and Master's Degree in Strategic Management, Business Administration, Economics or equivalent qualifications from a university recognized in Kenya.
- Have working experience of not less than Ten (10) years of which five (5) should be at managerial level in a large organization.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010
- Be conversant with Government policies and regulations, and devolution laws;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Have capacity to work under pressure to meet strict timeliness; Have good interpersonal and communication skills
- Demonstrate thorough understanding of County development objectives and the Vision 2030

- Demonstrate understanding and commitment to the National Values and Principles of Governance and Public Service and;
- Be computer literate

Terms of Service: Contract

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

CHIEF OFFICERS – SIX (6) POSTS – JOB GROUP ‘S’

The Chief Officer shall be the authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member. The Six (6) posts will be as follows: - Applicants should specify the portfolio for which they wish to head)

1. Public Service
2. Administration
3. Finance
4. Planning
5. Water and Irrigation
6. Environment and Natural Resources

Duties and Responsibilities

- The administration of a County Department
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Providing Strategic Policy direction for effective service delivery
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Performing any other duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this position, the person should:

- Be a Kenyan citizen
- Have a Bachelor’s degree from a university recognized in Kenya.
- Possession of a Master’s degree in a relevant field will be an added advantage.
- Must be a member of a professional body relevant to the position applied for and in good standing.
- Have vast knowledge and experience of not less than 10 years in the relevant field, of which should be at a managerial position.
- Be conversant with the Constitution of Kenya and all the devolution laws.
- Demonstrate thorough understanding of county development objectives and vision 2030.
- Be a strategic thinker and result oriented.
- Have excellent communication, organizational and interpersonal skills.
- Have capacity to work under pressure to meet timelines

- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Satisfies the requirement of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Be computer literate

Terms of Service: Contract

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

Note: Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of The Constitution of Kenya:

- i. Kenya Revenue Authority
- ii. Higher Education Loans Board
- iii. Ethics and Anti-Corruption Commission
- iv. Criminal Investigation Department
- v. Credit Reference Bureau

Copies of the clearances **MUST** be attached to the applications.

How to Apply

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport indicating the position applied for on top of the envelope and addressed to:-

**Secretary/CEO
Public Service Board
P.O. Box 2871-60100
EMBU**

All applicants are requested to download the application form from Embu County website:-***www.embu.go.ke***

Hand delivered applications can be submitted at the **Office of the Secretary/CEO, Public Service Board offices located at Trade House, 2nd Floor, along Kaunda Street, Embu.**

Applications should be received on or before **19th October, 2017.**

Embu county Government is an equal opportunity Employer