

# **EMBU COUNTY GOVERNMENT**



## **OFFICE OF THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE**

Mobile: +254 771 304 003/+254 703 192 924  
Address: P. O. Box 36 – 60100 Embu Town House

Tel: 068-2231174/2231175  
Email: [csembucounty@gmail.com](mailto:csembucounty@gmail.com)

---

### **RE: ADVERTISEMENT**

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

#### **1. SECRETARY/CEO - 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 of 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**

**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 application form and a detailed document containing requirements relevant to the positions advertised from Embu County website:- [www.embu.go.ke](http://www.embu.go.ke)

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

All applications should be sent to the undersigned before 5.00 p.m. on or before **24<sup>th</sup> October, 2018.**

**THE COUNTY SECRETARY  
EMBU COUNTY GOVERNMENT  
P.O BOX 36 -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**