

REPUBLIC OF KENYA



EMBU COUNTY PUBLIC SERVICE BOARD

P.O Box 2871 – 60100, Trade House, 2nd Floor, Kaunda Street, Embu

ADVERTISEMENT

Pursuant to Sections 57 and 58 of the County Government Act 2012, the County Government of Embu invites applicants to fill the vacancies of the Chairperson and Members of the Embu County Public Service Board and various vacant positions in the Embu County Public Service.

1. CHAIRMAN OF THE COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Vacancy No. CPSB 09/2019

Terms of Service: Contract

Duties and Responsibilities:

- i. Chairing meetings of the Board
- ii. Provide strategic leadership and policy direction for the Board;
- iii. Establishing and abolishing offices in the County Public Service;
- iv. Exercise disciplinary control over and remove persons holding or acting in these positions;
- v. Promote values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of development
- vi. Advise County Government on Human Resource Management and Development issues;
- vii. Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government on the remuneration, pensions and gratuities for County Public Service employees;

Requirements for Appointment

- i. Be a Kenyan Citizen
- ii. Be a holder of Bachelor degree from a university recognized in Kenya
- iii. Have atleast ten years relevant professional experience , five years of which should have been in a leadership position or at a top management level in the Public Service or Private Sector;
- iv. Possess knowledge of the organization and functions of National and county Government ;
- v. Demonstrate thorough understanding of National Goals, polices and developmental objectives including the Kenya Vision 2030;
- vi. Meet the requirement of Chapter Six of the Constitution on leadership and integrity.

2. MEMBER OF THE BOARD –THREE(3) POSITIONS (MBEERE NORTH, MANYATTA, and RUNYENJES SUB COUNTIES)

Vacancy No. CPSB 10/2019

Terms of Service: Contract

Duties and Responsibilities:

A member is responsible to the Chairperson of the Board in addition to assisting him/her perform duties listed in his/her profile, other specified duties and responsibilities will be to:

1. Regularly attend and participate in board meetings and committee meetings where applicable;
2. Read, review and make decisions on requests, board minutes, annual reports, other reports, plans, policies presented before it;
3. Perform any other duty as assigned by the Chairperson from time to time

Requirements

- i. Be a Kenyan Citizen
- ii. Be a holder of Bachelor degree from a university recognized in Kenya
- iii. Have at least ten years relevant professional experience , two years of which should have been in a leadership position or at a top management level in the Public Service or Private Sector;
- iv. Possess knowledge of the organization and functions of National and county Government ;
- v. Demonstrate thorough understanding of National Goals, polices and developmental objectives including the Kenya Vision 2030;
- vi. Meet the requirement of Chapter Six of the Constitution on leadership and integrity.

3. SECRETARY/CEO - COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Vacancy No. CPSB 11/2019

Terms of Service: Contract

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

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.

**10. ASSISTANT DEPUTY CHIEF LEGAL OFFICER JOB GROUP 'Q' -
DEPUTY COUNTY ATTORNEY, 1 POSITION**

Vacancy No. CPSB 18/2019

Terms of Service: Contract

Duties and Responsibilities

- a) Undertaking research on assigned legal issues.
- b) Analyzing research data and compiling reports.
- c) Preparing preliminary legal documents/instruments.
- d) Preparing legal opinions.
- e) Coordinating stakeholder consultations.
- f) Undertaking law review.
- g) Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.
- h) Advising departments on legal issues.

Requirements for Appointment

- a) Served in the grade of Principal Legal officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- b) Bachelor of Laws (LL.B) from a recognized University.
- c) Post graduate Diploma in Legal Studies from the Council of Legal Education.
- d) Masters degree in Law or any other relevant Social Science from a recognized University.
- e) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- f) Proficient in computer applications
- g) Shown merit and ability as shown in work performance and results.

11. PRINCIPAL LEGAL OFFICER JOB GROUP 'P' - 1 POSITION

Vacancy No. CPSB 19/2019

Terms of Service: Contract

Duties and Responsibilities

- a) Undertaking research on legal issues.
- b) Analyzing research data and compiling reports.
- c) Preparing preliminary legal documents/instruments.
- d) Preparing legal opinions.
- e) Undertaking law review.
- f) Ensuring compliance with regional and international instruments.
- g) Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.
- h) Organizing stakeholder consultations.

Requirements for Appointment

- a) Served in the grade of Senior Legal officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- b) Bachelor of Laws (LL.B) from a recognized University.
- c) Post graduate Diploma in Legal Studies from the Council of Legal Education.
- d) Master's degree in Law or any other relevant Social Science from a recognized University.
- e) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- f) Proficient in computer applications
- g) Shown merit and ability as shown in work performance and results.

12. SENIOR LEGAL OFFICER, JOB GROUP 'N' - 1 POSITION

Vacancy No. CPSB 20/2019

Terms of Service: Contract

Duties and Responsibilities

- a) Undertaking research on assigned legal issues
- b) Analyzing research data and compiling reports
- c) Preparing preliminary legal documents/instruments.
- d) Leasing with the State Law Office and advising on various legal policy issues.

Requirements for Appointment

- a) Served in the grade of Legal officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- b) Bachelor of Laws (LL.B) from a recognized University.

- c) Post graduate Diploma in Legal Studies from the Council of Legal Education.
- d) Proficient in computer applications
- e) Shown merit and ability as shown in work performance and results.

13. LEGAL OFFICER I, JOB GROUP 'M' - 1 POSITION

Vacancy No. CPSB 21/2019

Terms of Service: Contract

Duties and Responsibilities

- a) Undertaking research on assigned legal issues.
- b) Collecting and collating research data.
- c) Liaising with the State Law Office and advising on various legal policy issues.

Requirements for Appointment

- a) Served in the grade of Legal Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- b) Bachelor of Laws (LL.B) from a recognized University.
- c) Post graduate Diploma in Legal Studies from the Council of Legal Education.
- d) Proficient in computer applications
- e) Shown merit and ability as shown in work performance and results.

14. SENIOR ADMINISTRATION OFFICER JOB GROUP 'M' ONE POSITION (ENFORCEMENT SECTION)

Vacancy No. CPSB 22/2019

Terms of Service: Contract

Duties and Responsibilities

- i. Facilitating maintenance of infrastructure and facilities.
- ii. Overseeing transport management.
- iii. Planning and coordinating office accommodation.
- iv. Overseeing development and updating of office equipment and furniture inventory.
- v. Overseeing facilitation of meeting, conference and other special events.
- vi. Supervising general maintenance of buildings and furniture.
- vii. Supervising provision of security and office services
- viii. Supervising records management and messengerial services within various departments
- ix. Managing premises, assets and insurance policies.

Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community development or any other

Social Sciences; plus a supervisory management course or equivalent qualification from a recognized institution;

OR

- ii. Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community development or any other Social Sciences; plus a supervisory management course or equivalent qualification from a recognized institution;
- iii. Paramilitary course
- iv. Administrative Officers Examination (PSCK);
- v. Certificate in computer applications from a recognized institution

15. ADMINISTRATIVE OFFICER II JOB GROUP J, ONE (1) POSITION

Vacancy No. CPSB 23/2019

Terms of Service: Permanent

Duties and Responsibilities

- a) Planning of office accommodation and layout
- b) Facilitating transport and travelling services
- c) Maintaining and updating furniture and office equipment inventory
- d) Ensuring payment of bills
- e) Facilitating movement of assets
- f) Carrying out general maintenance of buildings and furniture
- g) Facilitating logistics for meetings, conferences and other special events
- h) Collecting and collating data on development activities
- i) Providing input in the monitoring and evaluating of community projects
- j) Providing input in organizing public participation awareness at the local level
- k) Disseminating information to the public.

Requirements for Appointment

For direct appointment to this grade, a candidate must have:-

- i. Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community development or any other Social Sciences; plus a supervisory management course or equivalent qualification from a recognized institution;
- OR**
- ii. Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community development or any other Social Sciences; plus a supervisory management course or equivalent qualification from a recognized institution;
 - iii. Certificate in computer applications from a recognized institution.

HOW TO 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

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

All applications should be sent to the undersigned on or before **16th April, 2019**

**THE SECRETARY/CEO
EMBU COUNTY 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 envelope and the Application.

Embu county Government is an equal opportunity Employer