



COUNTY GOVERNMENT OF KIAMBU
COUNTY PUBLIC SERVICE BOARD
P.O Box 2362 - 00900, KIAMBU

ADVERTISEMENT OF VACANCIES FOR THE POST OF CHIEF OFFICERS

Section 45 (1) of the County Government Act No 17 of 2012 mandates the County Public Service Board to recommend to the Governor persons for nomination and appointment as County Chief Officers. Pursuant to this statutory provision, Kiambu County Public Service Board invites applications from competent and highly qualified persons who wish to be considered for the position of County Chief Officer.

a) Departments

1. Roads, Transport and Public Works
2. Crop Production, Irrigation and Marketing
3. Livestock, Veterinary Services & Fisheries
4. Finance and Economic Planning
5. Revenue, Supply Chain Management & Internal Audit
6. Information Communication Technology (ICT)
7. Health Services
8. Education, Gender, Culture and Social Services
9. Youth Affairs and Sports
10. Communications and Public Relations
11. Water
12. Environment, Energy & Natural Resources
13. Lands Housing & Physical Planning
14. Municipal Administration & Urban Development
15. Administration
16. Public Service Management
17. Trade, Tourism, Industrialization & Investments
18. Co-operatives
19. Special Programmes
20. Intergovernmental Affairs
21. Service Delivery

b) Duties and Responsibilities

- Administration of the county department;
- Ensure effective service delivery through implementation of laid out policies and regulations
- Implementing County Executive Committee resolutions as guided by the Executive Committee Member;
- Implementing policies and Development plans;
- Developing and implementing Strategic Plans in consultation with the Executive Committee Member;
- Ensure promotion of national values and principles of governance and values and principles of public service as outlined in the constitution of Kenya 2010.
- Performing duties of an Accounting Officer in Public Finance Management
- Perform the duties of an Authorized Officer in Human Resource Management

c) Requirements for Appointment

- Be a Kenyan citizen;
- Hold a first degree from a university recognized in Kenya.
- A Master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage;
- Have at least five (5) years knowledge, experience and a distinguished career in the field relevant to the portfolio of the department to which the person is applying for consideration;
- Membership of a professional body relevant to the position applied for and in good standing (where applicable);
- Possess general knowledge of the County Government and its functions;
- Demonstrate an understanding of the County goals, policies and developmental objectives;
- Demonstrate leadership and management capacity including knowledge of financial management and strategic people management skills and;
- Meet the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

d) Core Competencies

- Ability to portray and uphold national values and principles of good governance;
- Be a visionary result oriented strategic thinker;
- Ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity;
- Excellent organizational, interpersonal and communication skills; and
- Proactive and capacity to work under pressure to meet strict deadlines.
- Computer literate.

e) Terms of Service: Contract

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

f) How to apply

Each application should be accompanied by a detailed Curriculum Vitae, Academic and Professional certificates, Testimonials, National Identity Card or Passport and any other supporting documents.

The applicants should indicate the **position applied for** on top of the envelope and posted to;

Secretary/CEO
County Public Service Board
P O Box 2362 - 00900
KIAMBU

Hand delivered applications should be dropped in the specific box provided for on the first floor Thika Sub-County Offices [at the County Public Service Board Offices – Room 103] between 8.00 a.m and 5.00 p.m on weekdays.

Shortlisted candidates will be required to submit valid clearance from the following Institutions.

- Kenya Revenue Authority (KRA)
- Ethics and Anti-Corruption Commission (EACC)
- Directorate of Criminal Investigations (DCI)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should be received on or before the **29th September, 2022.**

NOTE:

- County Government of Kiambu is an equal opportunity employer.
- **Any form of canvassing shall lead to automatic disqualification.**
- **Presentation of falsified documents is a criminal offence punishable under the law**
- **Women, Minorities and Persons Living With Disabilities are encouraged to apply.**
- **Only shortlisted candidates will be contacted.**
- **Successful candidates/nominees will be subjected to approval by the County Assembly in accordance with Public Appointments (County Assemblies Approval) Act No 5 of 2017.**

Disclaimer

The County Public Service Board does **NOT** charge any fee in the recruitment process. Applicants and members of public are warned against fraudsters purporting to assist them secure employment in the County. We further advise that all fraud cases are immediately reported to the Police.

CS. Martin Njeri
Secretary/CEO
County Public Service Board
County Government of Kiambu
KIAMBU