



COUNTY GOVERNMENT OF KWALE OFFICE OF THE GOVERNOR JOB VACANCIES

Pursuant to Section 57 and 58 of the County Government Act 2012, the County Government of Kwale invites applicants to fill the vacancies of the position of the Chairperson and Members of the Kwale County Public Service Board.

1. CHAIRPERSON, COUNTY PUBLIC SERVICE BOARD

Terms of Service: 6 Year Contract

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

Duties and Responsibilities

- i. Overall in charge of the board;
- ii. Chairing board meetings and signing of board minutes;
- iii. Establish and abolish offices in the county public service;
- iv. Appoint persons to hold or act in offices of the County Public Service and confirm appointments;
- v. Exercise disciplinary control over and remove, persons holding or acting in those offices as provided for in law;
- vi. Advising the County Government on Human Resource Management and Development;
- vii. Advising the County Government on implementation and monitoring of the national performance management system in the county;
- viii. Ensure a lean and efficient organization structure and facilitate the development of coherent Integrated Human Resource Planning and budgeting for personnel emoluments in the county;
- ix. Make recommendation to the Salaries and Remuneration Commission on behalf of the County Government, on the remuneration, pensions and gratuities for the county public service employees;
- x. Ensure the preparation of regular reports on the execution of the functions of the Board as per Section 59 (d&f) of the County Government Act, 2012 and submit the same to the County Assembly;
- xi. Evaluate and report to the County Assembly on the extent to which the values and principles outlined in Article 10 and 232 are complied with in the county public service;
- xii. Perform any other relevant duties as per the County Government Act.

Requirements and competencies

- i. Be a Kenyan citizen.
- ii. Satisfy the requirements of Chapter Six (6) of the Constitution on leadership and integrity.
- iii. Not a holder of a Public or State office.
- iv. Be in possession of a minimum qualification of a bachelor's degree from a University recognized.
- v. Have a working experience of not less than ten (10) years.

2. MEMBER - COUNTY PUBLIC SERVICE BOARD

Terms of Service: 6 Year Contract

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

Duties and Responsibilities

- i. Participate in establishing and abolishing offices in the county public service;
- ii. Appoint persons to hold or act in offices of the County Public Service and confirm appointments;
- iii. Exercise disciplinary control over and remove, persons holding or acting in those offices as provided for in law;
- iv. Advising the County Government on Human Resource Management and Development;
- v. Advising the County Government on implementation and monitoring of the national performance management system in the county;
- vi. Ensure a lean and efficient organization structure and facilitate the development of coherent Integrated Human Resource Planning and budgeting for personnel emoluments in the county;
- vii. Make recommendation to the Salaries and Remuneration Commission on behalf of the County Government, on the remuneration, pensions and gratuities for the county public service employees;
- viii. Ensure the preparation of regular reports on the execution of the functions of the Board as per Section 59 (d&f) of the County Government Act, 2012 and submit the same to the County Assembly;
- ix. Evaluate and report to the County Assembly on the extent to which the values and principles outlined in Article 10 and 232 are complied with in the county public service;
- x. Perform any other relevant duties as per the County Government Act.

Requirement for Appointment

- i. Be a Kenyan citizen;
- ii. Satisfy the requirements of Chapter Six (6) of the Constitution on leadership and integrity.
- iii. Not a holder of a Public or State office.
- iv. Have a minimum of a bachelor's degree from a recognized university.
- v. Have a working experience of not less than five (5) years;

How to Apply

Written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates and ID card should be submitted in a sealed envelope and addressed to:

**The County Secretary & Head of Public Service,
P.O Box 4-80403,
KWALE.**

All applications to be submitted to the undersigned on or before **29th May, 2019 at 4.30pm.**

NOTE:

- I.** All applicants are required to obtain clearance from the following institutions;-
 1. The Criminal Investigation Department (CID)
 2. The Higher Education Loans Board (HELB)
 3. The Kenya Revenue Authority (KRA)
 4. The Ethics and Anti- Corruption Commission (EACC)
 5. The Credit Reference Bureau
- II.** Only shortlisted candidates will be contacted.
- III.** Shortlisted candidates will be required to produce their original National Identity Cards, Certificates and Testimonials at the interview.
- IV.** The County Government of Kwale is an equal opportunity employer; Youth, Women, Persons with Disabilities and other Disadvantaged persons are encouraged to apply.
- V.** Affirmative action as stipulated in the constitution shall be applied.