

COUNTY GOVERNMENT OF KIRINYAGA



COUNTY PUBLIC SERVICE BOARD SELECTION PANEL

CALL FOR APPLICATIONS

Pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 58A of the County Governments Act, No. 17 of 2012 as amended, the Kirinyaga County Public Service Board Selection Panel declares vacancies in the position of Members and Secretary of the Kirinyaga County Public Service Board and invites qualified persons to apply for the vacant posts.

The County Government of Kirinyaga is an Equal Opportunity Employer and encourages qualified Women, Youth, Persons Living with Disabilities and those from Minority and Marginalized Groups to apply.

MEMBER, COUNTY PUBLIC SERVICE BOARD – FIVE (5) POSITIONS

Main duties and responsibilities:

Members of the County Public Service Board will be collectively responsible for carrying out the following duties as outlined in section 59 of the County Governments Act, 2012, on behalf of the County Government of Kirinyaga: -

1. Establish and abolish offices in the county public service.
2. Appoint persons to hold or act in offices of the county public service including in the Boards of municipalities and urban areas within the county and to confirm appointments.
3. Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part.
4. Prepare regular reports for submission to the county assembly on the execution of the functions of the Board.
5. Promote in the County Public Service the values and principles referred to in Articles 10 and 232.
6. Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the County Public Service.
7. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties.
8. Advise the county government on human resource management and development.
9. Advise the county executive on implementation and monitoring of the national performance management system in the county.

10. 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.
11. Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board.
12. Perform any other duties as provided by Legislation
13. Perform duties as assigned by the Board.

Requirements and Competencies:

1. Be a Kenyan citizen.
2. Satisfy the requirements of Chapter Six (6) of the Constitution on Leadership and Integrity.
3. Is not a State or Public Officer.
4. Has not, at any time within the preceding five years, held office, or stood for election as: -
 - a. A member of Parliament or of a county assembly; or
 - b. A member of the governing body of a political party.
5. Is, or as at any time been, a candidate for election as a Member of Parliament or of a county assembly.
6. Is, or has at any time been, the holder of an office in any political organization that sponsors or otherwise supports, or has at any time sponsored or otherwise supported, a candidate for election as a Member of Parliament or of a county assembly.
7. Possesses a minimum of a bachelor's degree from a recognized university and working experience of not less than five (5) years.
8. Be a professional, demonstrates absence of breach of the relevant professional code of conduct.
9. Must understand the diversity within the County.
10. Be a visionary and strategic thinker.

BOARD SECRETARY, COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Duties and Responsibilities:

The Board Secretary is the link between Board Members and the Secretariat and he/she is accountable to the Board Members for:-

1. Preparing and circulating agenda and minutes of Board meetings
2. Developing an Annual Work Plan for the Board with the guidance of the Chairperson
3. Conveying decisions of the Board to relevant persons and bodies.
4. Providing guidance and advice to the secretariat on matters of Ethics and Good Governance.
5. Pursuant to section 149(1) of the Public Finance Management Act, 2012, be the Accounting Officer of the Board and ensure that resources of the Board are used in a way that is: -
 - a. Lawful and authorized; and

- b. Effective efficient, economical and transparent.
6. Perform any other duties as may be assigned by the Chairperson of the Board.

Requirements for appointment:

1. Be a Kenyan Citizen.
2. Be a holder of at least a first degree from a recognized University in Kenya.
3. Be a Certified Secretary of good Professional Standing.
4. Have knowledge and a working experience of not less than five (5) years.
5. Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
6. Must understand the diversity within the County.
7. Be capable of working under pressure to meet strict deadlines.
8. Must not be a State or Public Officer.
9. Satisfy the requirement of Chapter Six of the Constitution.

Remuneration and Benefits for the Positions of Member of County Public Service Board and Board Secretary will be as provided by salaries and Remuneration Commission (SRC).

Terms of service for the Positions of Member of County Public Service Board and Board Secretary: A single non-renewable term of six [6] year contract.

How to Apply

- a) All applications should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, testimonials, telephone number and email of the applicant.
- b) A copy of the National Identity Card or Kenyan Passport should be appended.
- c) Each application (save for online applications) should be submitted in a sealed envelope clearly marked either **“Application for position of Member of Kirinyaga County Public Service Board”** or **“Application for position of Board Secretary, Kirinyaga County Public Service Board”** with the address of the applicant on the reverse of the envelope containing the application by the candidate.
- d) All applications should be addressed to the **Chairperson, County Public Service Board Selection Panel, County Government of Kirinyaga, P.O. Box 260 – 10304 Kutus** using any of the following channels: -
 - a. A walk-in applicant should drop his/her application in a sealed envelope to a drop box placed at the County Government of Kirinyaga Headquarters at Kutus, ground floor Eastern Wing between **8.00 a.m. and 5.00 p.m.** (on weekdays). Please note that this is despite the temporary closure of the Headquarters.
 - b. Online applications should be emailed to cpsbreruitment@kirinyaga.go.ke.

c. Applications through registered mail(post) or courier services should be mailed to: -

**Chairperson, County Public Service Board Selection Panel
County Government of Kirinyaga
P.O. Box 260 – 10304
KUTUS.**

Note:

- Only shortlisted candidates will be notified through the contacts indicated in their applications.
- Shortlisted candidates will be required to additionally obtain and provide statutory clearance certificates from the following bodies: -
 - Kenya Revenue Authority.
 - Higher Education Loans Board.
 - Ethics and Anti-Corruption Commission.
 - Directorate of Criminal Investigations.
 - Credit Reference Bureau.

All applications should be received on or before 5.00 p.m. on Monday 23rd November, 2020.

**Bancy G. Muli
Chairperson
County Public Service Board Selection Panel
County Government of Kirinyaga**