

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

P.O BOX 2362-00900

KIAMBU

RE-ADVERTISEMENT FOR POSITIONS OF COUNTY CHIEF OFFICERS- JG 'CPSB 02'('S')

The County Public Service Board (CPSB) of Kiambu is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya, 2010.

Section 59 of the County Governments Act, 2012 outlines the functions of the CPSB being to among others: *“appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments.”*

Pursuant to the provisions under Section 45 (1) of County Governments Act No. 17 of 2012, the Board wishes to recruit competent and highly qualified persons to the positions of County Chief Officers as follows;

1. Chief Officer - Administration
2. Chief Officer - Revenue, Supply Chain Management & Internal Audit
3. Chief Officer - Livestock, Veterinary Services and Fisheries
4. Chief Officer - Cooperative Development
5. Chief Officer - Water

Applications are invited from suitably qualified persons who wish to be considered for the above positions.

A. Duties and Responsibilities

Reporting to the respective County Executive Committee Member, the Officers will be the responsible for the following;

- 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;
- Performing duties of an Authorized Office in Human Resource Management.

B. 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;
- 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.

C. 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.

D. Terms of Service: Contract

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

How to Apply

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Applications should be addressed to:

Allan N. Mwaura
Chairman
County Public Service Board
County Government of Kiambu
P O Box 2362 - 00900
KIAMBU

NOTE:

1. ALL applications should either be mailed or hand delivered in a sealed envelope, **clearly marked on top of the envelope the position applied for**, and dropped in the specific box provided at the County Public Service Board offices at **Town Hall, Room 103, First Floor, Thika Town between 8.00 a.m. and 5.00 p.m** on weekdays. Similar information about the positions, mode of application among other details is available in the County Government of Kiambu **website: [www. Kiambu.go.ke](http://www.Kiambu.go.ke)**
2. Applications should reach the Board on or before **Thursday, 28th March, 2024.**

3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit 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)**
4. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.
5. The Board and the County Government of Kiambu is a corruption free zone. We caution candidates not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.