

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT - NO. 02 OF 5/2025

DECLARATION OF VACANCIES

Pursuant to the Constitution of Kenya, 2010 and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from **suitably qualified persons** to fill the following vacant positions.

POSITION: COUNTY CHIEF OFFICERS, JOB GROUP CPSB 02/'S' – (13 POSTS)

Terms of Service: Two (2) years contract, renewable subject to satisfactory performance.
Salary Grade: Job Group, CPSB 02/'S'
Basic Salary Scale: Kshs. 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 x 13,680 – 186,030 x 16,980 – 203,010 p.m.

The Chief Officer shall be the authorized officer in the specific department and be responsible to his/her respective County Executive Committee Member (CECM). All applicants are required to specify the portfolio for which they wish to be considered for as per the vacancies shown below:-

NO.	DEPARTMENT	VACANT POSITION
1.	Office of the Governor	Chief Officer, Special Programs Chief Officer, Technical Services
2.	Finance, Economic Planning, ICT & e-Government	Chief Officer, Information, Communication & Technology Chief Officer, e-Government Chief Officer, Economic Planning & Investment
3.	Roads, Energy & Public Works	Chief Officer, Roads and Energy
4.	Lands, Housing, Urban Areas & Physical Planning	Chief Officer, Land, Survey & Physical Planning
5.	Public Service & County Administration	Chief Officer, County Administration
6.	Health Services	Chief Officer, Public Health
7.	Agriculture, Livestock, Fisheries & Cooperatives	Chief Officer, Co-operatives
8.	Social Services, Youth, Sports, Gender, Culture & Library Services	Chief Officer, Social Services, Gender & Culture Chief Officer, Youth, Sports & Library Services
9.	Communication	Chief Officer, Communication

a) Duties and Responsibilities

The Chief Officer will be responsible to the respective County Executive Committee Member for the administration of the County Department. Specific duties will include:

- Administration of the County Department;
- Formulation and implementation of programs to attain Vision 2030 and sector goals;
- Development and implementation of strategic plans and sector development plans;
- Implementation of policies and regulations;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Ensuring effective and efficient utilization of the Department's financial and non-financial resources including management, control and reporting on financial information, material resources and facilities;
- Building human resource capacity by developing and implementing human resource plans for the Department;
- Efficient and effective service delivery to the public; and
- Promoting the realization of County Integrated Development Plan (CIDP).

b) Requirements for Appointment

For appointment to this position, a person should:

- Be a Kenyan citizen;
- Hold a Bachelor's degree from a university recognized in Kenya;
- Possession of a Master's degree in the relevant field will be an added advantage;
- Have at least ten (10) years relevant professional experience, five (5) years of which should be in a leadership position or a senior management level in the Public Service or Private Sector;
- Have a proven experience in managing resources in a high performing organization;
- Possess knowledge and skills in any of the following areas: Project Planning and Management; Public Financial Management; Human Resource Management; Conflict Resolution Management; Strategic Management and Leadership;
- Have excellent communication, organization and interpersonal skills;
- Have membership to a professional body;
- Demonstrate thorough understanding of county development objectives and Vision 2030;
- Be a strategic thinker and results oriented;
- Have capacity to work under pressure to meet strict timelines; and
- Meet the requirements prescribed in Chapter six of the Constitution on leadership and integrity.

PLEASE NOTE:

- ALL **Serving Officers** in the County Public Service, who are interested in the above positions **MUST** clearly indicate on the application form:
 - The Officer's Payroll Number;
 - Date of first appointment;
 - Date of last promotion to the current grade; and
 - Substantive designation and Job Group.
- Only shortlisted and successful candidates will be contacted;
- During interviews, shortlisted candidates will be required to produce the following original documents: – National Identity Card; Academic and Professional Certificates and current payslip (for the month of April 2025).
- The County Government of Kakamega is an equal opportunity employer. Female candidates and persons with disabilities (PwDs) are encouraged to apply;
- Successful candidates will be required to get clearance from:
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Ethics and Anti-Corruption Commission;
 - Directorate of Criminal Investigation; and
 - A Registered Credit Reference Bureau.
- Canvassing in any form will lead to automatic disqualification.

HOW TO APPLY

All the details requested in the advertisement should be filled on the Application for Employment Form **KAKCPSB2A** downloaded from our county website www.Kakamega.go.ke

Applicants should submit their applications together with copies of detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents. Kakamega County residents will be required to indicate their **Sub-County** and **Ward of residence** in the application.

Please note that **applications** with the position applied for clearly indicated on top of the envelope, should be **hand delivered** to the **County Public Service Board's Registry Office** located at the **Former Provincial Commissioner's Headquarters, Block "B" – 2nd Floor** on or before **Friday, 6th June, 2025** at **5.00p.m** and addressed to:

THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100,
KAKAMEGA

PLEASE NOTE: Kakamega County Public Service Board (KCPBSB) **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address kakamegacpsb@gmail.com and phone number **0745888999 ONLY**.

SECRETARY/CEO, CPSB

EXTERNAL ADVERTISEMENT - NO. 03 OF 5/2025

DECLARATION OF VACANCIES (RE-ADVERTISEMENT)

Pursuant to the Constitution of Kenya, 2010 and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from **suitably qualified persons** to fill the following vacant position.

POSITION: DIRECTOR OF HUMAN RESOURCE MANAGEMENT, JOB GROUP CPSB 03/'R' – (1 POST)

Terms of Service: Three (3) years contract, renewable subject to satisfactory performance.
Salary Grade: Job Group, CPSB 03/'R'
Basic Salary Scale: Kshs. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,810 – 172,350 p.m

a) Duties and Responsibilities.

The Director, Human Resource Management will be in charge of the overall co-ordination of the County Human Resource function and will report to the Chief Officer, Public Service.

Specific duties will include:-

- Implementing policies, guidelines on designed Organizational Structures and Staff Establishment in the County Public Service;
- Managing human resource services and ensure that staff are properly facilitated with a view to maintaining high motivation for effective performance and high productivity;
- Leading in Human Resource functions which include recruitment, communication, change management, performance management, discipline, remuneration, staff welfare, human resource planning and staff development;
- In consultation with authorized officer, determining optimal staffing levels and utilization of human resource in the County Public Service;
- Initiating and coordinating research on market labour trends and developing strategies for best practices in human resource management and development;
- In liaison with the County Public Service Board, developing staffing norms, organization culture and modeling for optimal use of human resource;
- Advising the Chief Officer, Public Service on human resource matters;
- In consultation with CPSB, preparing and reviewing Schemes of Service and career progression guidelines;
- As an assistant to the Secretary of the County Human Resource Committee ensure timely deliberation on HR implementation issues; and
- Any other lawful duties as may be assigned from time to time.

b) Requirement for Appointment

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

- Served for a minimum period of three (3) years, in the grade of Deputy Director, Human Resource Management, Job Group CPSB 04/'Q' or in a comparable and equivalent position in the Public Service or Private Sector;
- Bachelor's degree in Human Resource Management or any Social Science degree from a university recognized in Kenya;
- Master's degree in any of the following fields: Human Resource Management, Business Administration, Public Administration or its equivalent from a university recognized in Kenya;
- Strategic Leadership Development Programme Course (SLDP) lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- Current Membership to IHRM (K) or an equivalent professional body;
- Meet the requirement of Chapter Six of the Constitution on Leadership and Integrity;
- Should be conversant with Human Resource Information System (HRIS);
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of Human Resource and a thorough understanding of HR issues and emerging HRM practices & techniques; and
- Demonstrated a thorough understanding of national goals, principles and development goals

PLEASE NOTE:

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 - Date of last promotion to the current grade; and
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