



COUNTY GOVERNMENT OF GARISSA

SELECTION PANEL FOR RECRUITMENT OF THE GARISSA COUNTY PUBLIC SERVICE BOARD

P. O BOX 563- 70100, GARISSA



Article 235 of the Constitution of Kenya [2010] read together with Section 57 County Governments Act [No. 17 of 2012] establishes a County Public Service Board in each County that is duly responsible for the staffing of the county government. Consequently, pursuant to Sections 58 & 58A of the County Governments Act [No. 17 of 2012], the County Government of Garissa is seeking to recruit highly competent, proactive and self-driven individuals to fill the following position: -

Chairperson, Garissa County Public Service Board

JOB TITLE: CHAIRPERSON, GARISSA COUNTY PUBLIC SERVICE BOARD

NO. OF POSTS: One (1) Post

Job Description

The Chairperson will be responsible for the following duties & 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 recommendations 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) Act as the link between the Board and the various stakeholders;
- (xiii) Perform any other relevant duties as per the County Governments Act

Requirements and Competencies for Appointment

- a) Be a Kenyan Citizen
- b) Satisfy the requirement of leadership and integrity in Chapter Six of the Constitution of Kenya 2010;
- c) Possess a minimum of a Bachelor's Degree from a university recognized in Kenya. A Master's Degree or higher qualification will be an added advantage;
- d) Have at least ten (10) years' working experience in their respective profession; Five (5) years' experience in a managerial position in either public or private sector will be an added advantage;
- e) Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- f) Demonstrate clear understanding of National and County Government goals, policies and developmental objectives including values and principles of governance; as well as demonstrate an appreciation of the diversity within the County;
- g) Have thorough knowledge of the structural, legislative and regulatory framework of the Public Service;
- h) Demonstrate a high degree of professional competence, leadership, communication skills, good judgement and commitment to public service.
- i) Demonstrate flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

Terms of engagement: 6-year non-renewable contract

Salary and benefits: As per Salaries & Remuneration Commission (SRC) Guidelines

Important Information to ALL Applicants

- A. County Government of Garissa and all its agencies and/or bodies **DO NOT** charge any fee at any stage of the recruitment and selection process.
- B. **ONLY** applicants who meet **ALL** the requirements will be shortlisted and contacted.
- C. Shortlisted candidates **MUST** present their original academic and Professional Certificates during the interview
- D. **ONLY** successful candidates will be required to avail the following documents:
 - Clearance from Higher Education Board [HELB];
 - Clearance from Criminal Investigations Department (DCI);
 - Clearance from the Ethics and Anti-Corruption Commission [EACC];
 - Clearance from Credit Reference Bureau [CRB]; and
 - Clearance from Kenya Revenue Authority [Tax Compliance Certificate].
- E. Canvassing in any form will lead to automatic disqualifications.

Clearly addressed applications should be submitted in the following ways;

1. Application sent via Postal Services: To be addressed to

**The Chairperson,
Garissa County Public Service Board Selection Panel,
Office of the County Secretary
P.O BOX 563 – 70100
GARISSA**

NB: The applicants to clearly indicate on the **BOTTOM LEFT** of the envelope the position they are applying for.

2. Hand delivered Applications: To be delivered to

The Garissa County Public Service Board Selection Panel Secretariat, Office of the County Secretary
Situating within the County Headquarters' on or before **30th June, 2025**

NB: The applicants to clearly indicate on the **BOTTOM LEFT** of the envelope the position they are applying for.

3. Emailed applications:

To be sent as a merged PDF document to: **selectionpanel@garissa.go.ke**

NB: The applicants to clearly indicate on the **SUBJECT OF THE EMAIL** the position they are applying for.