

EMBU COUNTY GOVERNMENT



OFFICE OF THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE

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ADVERTISEMENT

Pursuant to the provisions of the County Government Act. No 17 of 2012 and as captured under Section 58.A of the County Governments (Amendment) Act 2020, the Embu County Public Service Board Selection Panel wishes to consider applications from suitably qualified, result oriented and motivated Kenyan Citizens for the appointment of the following positions;

1. CHAIRMAN OF THE COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Vacancy No. CPSB 03/2025

Terms of Service: Six (6) Years Non-Renewable Contract

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

Duties and Responsibilities:

- i. Chairing meetings of the Board
- ii. Provide strategic leadership and policy direction for the Board;
- iii. Establishing and abolishing offices in the County Public Service;
- iv. Exercise disciplinary control over and remove persons holding or acting in these positions;
- v. Promote values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of development
- vi. Advise County Government on Human Resource Management and Development issues;
- vii. 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;

Requirements for Appointment

- i. Be a Kenyan Citizen
- ii. Be a holder of Bachelor degree from a university recognized in Kenya
- iii. Have at least ten years relevant professional experience in a leadership position or at a top management level in the Public Service or Private Sector
- iv. Possess knowledge of the organization and functions of National and county Government
- v. Demonstrate thorough understanding of National Goals, policies and developmental objectives including the Kenya Vision 2030
- vi. Meet the requirement of Chapter six of the Constitution on leadership and integrity.

2. SECRETARY/CEO - COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Vacancy No. CPSB 4/2025

Terms of Service: Six (6) Years Non-Renewable Contract

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

Duties and Responsibilities:

The secretary to the board is the link between the board members and the secretariat and he/she is accountable to the board members in:-

- i. Preparing and circulating agenda and minutes of the Board meetings
- ii. Developing annual work plan for the board with the guidance of the chairperson
- iii. Conveying the decision of the board
- iv. Accounting and Authorized Officer of the Board
- v. Providing guidance and advice to the secretariat on matters of Ethics and good governance

Requirements:

- i. Be a Kenyan Citizen
- ii. Be a holder of at least a Bachelor's Degree from a University recognized in Kenya (A **Master's degree or higher qualification in the relevant field will be an added advantage**)
- iii. Must be a Certified Public Secretary of good professional standing
- iv. Be registered with the relevant Professional Body
- v. Have knowledge and working experience of not less than five (5) years.
- vi. Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- vii. Understand the diversity within the County
- viii. Be capable to work under pressure to meet strict deadlines
- ix. Must not be a state or public officer
- x. Satisfy the requirement of Chapter six of the Constitution of Kenya, 2010.

3. MEMBER OF THE BOARD –THREE (3) POSITIONS

Vacancy No. CPSB 5/2025

Terms of Service: Six (6) Years Non-Renewable Contract

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

Duties and Responsibilities:

- i. Establish and abolish offices with the Board in the County Public Service
- ii. Appoint persons to hold or act in offices in the County Public Service, including in the Boards of cities and urban areas within the county and to confirm appointments;
- iii. Exercise disciplinary control over, and remove, persons holding or acting in the public service;
- iv. Prepare regular reports for submission to the County assembly on the execution of the functions of the Board;
- v. Promote in the county public service values and principles;
- vi. Evaluate and report to the county assembly on the extent to which the values and principles of the public service are compiled;
- vii. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the county government;
- viii. Advise the county government on human resource management and development;
- ix. Advise county government on implementation and monitoring of the national performance management system in the County;
- x. 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.

Requirements for Appointment.

- i. Be a Kenyan citizen;
- ii. Be a holder of a first degree from a recognized university in Kenya;
- iii. Have knowledge, experience and a distinguished career of not less than five (5) years in a senior position and in management, administration in the Public Service or Private Sector;
- iv. A master's degree from a university recognized in Kenya will be an added advantage;**
- v. Have demonstrable leadership and management capacity including knowledge of public service management and strategic people management;
- vi. Be conversant with the Constitution of Kenya, 2010 and Devolution Laws;
- vii. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- viii. Have capacity to work under pressure to meet deadline;
- ix. Demonstrate understanding and commitment to the national values and principles of governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010;
- x. Be a strategic thinker and result oriented;

- xi. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.

HOW TO APPLY

All applicants are requested to download and duly fill the **Embu County Application For Employment Form**. A detailed document (Job description) containing requirements relevant to positions advertised is available in the Embu County Government website:- ***www.embu.go.ke***

The candidate should attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic, Professional Certificates and testimonials**
- iii. **Curriculum Vitae (CV)**
- iv. **Copies of registration certificate with professional bodies (where applicable)**
- v. **Clearance Certificate from Higher Education Loans Board(HELB), KRA Tax Compliance Certificate, Valid Certificate of Good Conduct from DCI, Clearance from Ethics and Anti-Corruption Commission (EACC) and Credit Reference Bureau (CRB)**
- vi. **Any other relevant supporting documents.**

All applications should be addressed to the Chairperson of the Selection Panel.

THE CHAIRPERSON – SELECTION PANEL
c/o THE COUNTY SECRETARY AND
HEAD OF PUBLIC SERVICE
P.O BOX 36 – 60100
EMBU

Hand deliveries shall be received by the **Secretariat** of the Selection Panel at the office of the County Secretary, located at the **Town Hall (County Headquarters)**, on or before **25th July, 2025**, with the Vacancy No. indicated on the envelope.

NB:

- 1. Only short-listed candidates shall be contacted.
- 2. The Vacancy number of the position being applied for **MUST** be indicated on the envelope and the application form.
- 3. Canvassing by any candidate directly or indirectly shall lead to automatic disqualification
- 4. Embu County Government is committed to **Zero tolerance to Corruption**. We **CAUTION** applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Selection Panel shall bear no responsibility for any personal loss arising from such unlawful dealings. **Report any such cases to the Police.**
- 5. Embu County Government is an Equal Opportunity Employer committed to diversity and gender equality. Women, Youth, Marginalized Communities and Persons with disability are encouraged to apply.