



COUNTY GOVERNMENT OF VIHIGA

EXECUTIVE OFFICE OF THE GOVERNOR

(County Government Act 17 of 2012 Revised 2020)

THE SELECTION PANEL FOR RECRUITMENT OF NOMINEES FOR APPOINTMENT AS CHAIRPERSON AND MEMBERS OF THE VIHIGA COUNTY PUBLIC SERVICE BOARD

CALL FOR APPLICATIONS

Whereas a declaration of impending vacancies in the positions of Chairperson and Three (3) Members of Vihiga County Public Service Board was notified to the Public on 10th September 2025 vide a press release.

Whereas the vacancies for the positions of the Chairperson and Three (3) Members of the Board shall arise on 21st November, 2025; and

Whereas the Selection Panel convened for its inaugural meeting on 27th October, 2025 in accordance with section 58A (4) of the County Governments Act 17 of 2012

Now therefore, and pursuant to the provisions of Sections 58A (5) of the Act, the Selection Panel invites applications from suitably qualified persons for the positions of **Chairperson** and **Three (3) Members** of the Vihiga County Public Service Board.

DUTIES AND RESPONSIBILITIES OF COUNTY PUBLIC SERVICE BOARD

- (a) Establishing and abolishing offices in the County Public Service;
- (b) Appointing persons to hold or act in the offices of the County Public Service including in the Boards of urban areas within the county and to confirm appointments;
- (c) Exercise disciplinary control over, and removal of persons holding or acting in the County offices as provided for;
- (d) Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
- (e) Promote in the County Public Service the Values and Principles referred to in Articles 10 and 232 of the Constitution of Kenya, 2010;

- (f) Evaluate and report to the County Assembly on the extent to which the Values and Principles referred to in Articles 10 and 232 of the Constitution are complied with in the County Public Service;
- (g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the County;
- (h) Advise the County Government on human resource management and development;
- (i) Advise County Government on implementation and monitoring of the national performance management system in the County;
- (j) 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.

The Chairperson shall, in addition to the functions conferred by the County Governments Act and any other law;

- 1) convene, in consultation with the Governor, the first meeting of the Board after being constituted;
- 2) preside over the election of the vice-chairperson;
- 3) preside over all meetings of the Board when present;
- 4) be responsible for general supervision and direction of the Board; and
- 5) be the official spokesperson of the Board

1. THE POSITION OF CHAIRPERSON OF THE VIHIGA COUNTY PUBLIC SERVICE BOARD ONE (1) VACANCY

For appointment to this position, the person should:

- (a) Be a Kenyan Citizen;
- (b) Be in possession of a Bachelor's degree from a university recognized in Kenya;
- (c) Have a working experience of not less than ten (10) years;
- (d) Satisfy the provisions of Chapter Six of the Constitution on Leadership and Integrity;
- (e) Not a state or public officer;
- (f) Not have at any time within the preceding five years, held office, or stood for election as-
 - i) A member of parliament or of County Assembly; or
 - ii) member of the governing body of a political party
- (g) Not be or has at any time been, a candidate for election as a Member of Parliament or of a County Assembly;
- (h) Not be 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;
- (i) Be committed to be part of a team that will enable the County Government achieve its objectives

2. THE POSITION OF MEMBER OF THE VIHIGA COUNTY PUBLIC SERVICE BOARD (THREE (3) VACANCIES)

For appointment to this position, the person should:

- (a) Be a Kenyan Citizen;
- (b) Be in possession of a minimum Bachelor's degree from a university recognized in Kenya;
- (c) Have a working experience of not less than five (5) years;
- (d) Satisfy the provisions of Chapter Six of the Constitution on Leadership and Integrity;
- (e) Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- (f) Not a state or public officer;
- (g) Not have at any time within the preceding five years, held office, or stood for election as-
 - iii) A member of parliament or of County Assembly; or
 - iv) member of the governing body of a political party
- (h) Not be or has at any time been, a candidate for election as a Member of Parliament or of a County Assembly;
- (i) Not be 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;
- (j) Be committed to be part of a team that will enable the County Government achieve its objectives

3. TERMS OF SERVICE

- (a) Salary and benefits for these positions shall be as determined by the Salaries and Remuneration Commission (SRC); and
- (b) The Chairperson and Members of the Board shall hold office as provided in Section 58(4) of the County Government Act

4. MODE OF APPLICATION

- (a) Applicants may submit manual or online applications.
- (b) All applications should be submitted together with detailed curriculum vitae, a copy of National ID/Passport, copies of academic and professional certificates, testimonials and any other relevant supporting documents.
- (c) Manual applications should be submitted in a sealed envelope clearly marked:

“Application for Chairperson, Vihiga County Public Service Board”

OR Application for **Member, Vihiga County Public Service Board**
 and addressed to:

The Chairperson
The Selection Panel for Recruitment of Nominees for Appointment as Chairperson and
Members of The Vihiga County Public Service Board
Vihiga County Headquarters
P.O. Box 344-50300
MARAGOLI

- (i) Applications may be posted to the address above **OR** hand delivered (during official working hours) and signed for at the Office of the County Secretary & Head of Public Service Office on Ground Floor, County Headquarters.
- (ii) Online applications (in running PDF format) may be submitted via email to CPSBpanel@vihiga.go.ke

5. INTERESTED APPLICANTS ARE REQUIRED TO NOTE THAT:

- (i) Names of the shortlisted candidates and the qualified applicants shall be published in the print media and the Vihiga County website.
- (ii) Only shortlisted candidates shall be contacted
- (iii) Shortlisted candidates shall present **originals** of the following documents during interview:
 - (a) National Identity Card/Passport;
 - (b) Academic and professional certificates and transcripts;
 - (c) Any other supporting documents and testimonials; and
 - (d) Valid clearances from the following bodies
 - (i) Kenya Revenue Authority;
 - (ii) Ethics and Anti-Corruption Commission;
 - (iii) Higher Education Loans Board;
 - (iv) Any of the Registered Credit Reference Bureaus;
 - (v) Directorate of Criminal Investigations (Police Clearance Certificate);
 - (e) Letter of recognition of qualifications from the Kenya National Qualifications Authority for any degree obtained from foreign universities; and
 - (f) Valid license /recognition from relevant professional bodies (where applicable)
- (iv) *In keeping with our national ethos and the constitutional imperatives on diversity and inclusivity-minorities, women and persons with disabilities are encouraged to apply.*
- (v) Successful candidates shall be required to appear before a committee of the Vihiga County Assembly

All applications should be received on or before 12th November 2025 by 5.00 p.m. (East African Time)

MR. NICHOLAS SIMANI
THE CHAIRPERSON
SELECTION PANEL