# REPUBLIC OF KENYA COUNTY GOVERNMENT OF KAKAMEGA



#### COUNTY PUBLIC SERVICE BOARD

## EXTERNAL ADVERTISEMENT - NO. 01 OF 11/2025 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 position.

### POSITION: COUNTY CHIEF OFFICER, LIVESTOCK, VETERINARY SERVICES AND FISHERIES, JOB GROUP CPSB 02/'S' – (1 POST)

**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 - 164,530x7,820 - 172,350x13,680 - 186,030 x 16,980 - 203,010p.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).

#### 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:

- a) Administration of the County Department;
- a) Formulation and implementation of programs to attain Vision 2030 and sector goals;
- b) Development and implementation of strategic plans and sector development plans;
- c) Implementation of policies and regulations;
- d) Providing strategic policy direction for effective service delivery;
- e) Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- f) 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;
- g) Building human resource capacity by developing and implementing human resource plans for the Department;
- h) Efficient and effective service delivery to the public; and
- i) Promoting the realization of County Integrated Development Plan (CIDP).

#### b) Requirements for Appointment

For appointment to this position, a person should:

- a) Be a Kenyan citizen;
- b) Hold a Bachelor's degree from a university recognized in Kenya;
- c) Possession of a Master's degree in the relevant field will be an added advantage;
- d) 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;
- e) Have a proven experience in managing resources in a high performing organization;
- f) 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;
- g) Have excellent communication, organization and interpersonal skills;
- h) Have membership to a professional body;
- i) Demonstrate thorough understanding of county development objectives and Vision 2030;
- j) Be a strategic thinker and results oriented;
- k) Have capacity to work under pressure to meet strict timelines; and
- I) Meet the requirements prescribed in Chapter six of the Constitution on leadership and integrity.

#### **PLEASE NOTE:**

- 1. All serving officers in the County Public Service, who are interested in the above position **MUST** clearly indicate on the application form:
  - a) The officers Payroll Number
  - b) Date of First Appointment
  - c) Date of Current Appointment
  - d) Substantive designation and Job Group.
- 2. Only shortlisted and successful candidates will be contacted;
- 3. 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 October, 2025)
- 4. The County Government of Kakamega is an equal opportunity employer. Female candidates and persons with Disabilities (PwDs) are encouraged to apply.
- 5. Successful candidates will be required to get clearance from:
  - a) Kenya Reveneu Authority;
  - b) Higher Education Loan Board;
  - c) Ethics and Anticorruption Commission; and
  - d) A registered Credit Reference Bureau.
- 6. Canvassing in any form will lead to automatic disqualification.

#### **HOW TO APPLY**

| All applicants should <b>click</b> on the <b>Our Job Offers Option</b> on the County Website <b>www.kakamega.go.ke</b> , fill the Application Form and submit it <b>ONLINE</b> on or before <b>Friday</b> , <b>5</b> <sup>th</sup> <b>December</b> , <b>2025</b> at <b>11.59 P.M. N/B:</b> No hard copy or emailed applications to the Board's official email <u>kakamegacpsb@gmail.com</u> will be accepted. |
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| Applicants are advised to provide accurate information when making applications, those who give false information regarding their credentials and qualifications will be automatically disqualified.  |
| PLEASE NOTE: Kakamega County Public Service Board (KCPSB) DOES NOT use Agents nor charge ANY FEE at any stage of the recruitment and selection process. Our official communication channels are; email address <a href="mailto:kakamegacpsb@gmail.com">kakamegacpsb@gmail.com</a> and phone number 0745888999 ONLY.   |
| SECRETARY/CEO, CPSB   |
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