



COUNTY GOVERNMENT OF GARISSA

SELECTION PANEL FOR RECRUITMENT OF THE GARISSA
COUNTY PUBLIC SERVICE BOARD
P. O BOX 563- 70100 GARISSA



RECRUITMENT NOTICE

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: -

JOB TITLE: MEMBER, GARISSA COUNTY PUBLIC SERVICE BOARD

NO. OF POSTS: Three (3) Posts

Job Description

A member of the County Public Service Board shall:

- (i) Establish and abolish offices in the County Public Service;
- (ii) Appoint persons to hold or act in offices of the County Public Service and confirm appointments;
- (iii) Exercise disciplinary control over and remove, persons holding or acting in those offices as provided for in law;
- (iv) Advising the County Government on Human Resource Management and Development;
- (v) Advising the County Government on implementation and monitoring of the national performance management system in the county;
- (vi) 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;
- (vii) 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;
- (viii) 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;
- (ix) Evaluate and report to the County Assembly on the extent to which the values and principles outlined in Articles 10 and 232 are complied with in the county public service;
- (x) 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
There is option of working part-time

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

IMPORTANT INFORMATION TO ALL APPLICANTS

- A. **ONLY** applicants who meet **ALL** the requirements will be shortlisted and contacted.
- B. Shortlisted candidates **MUST** present their original academic and Professional Certificates during the interview
- C. **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.

- I. 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,
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
Situated within the County Headquarters' on or before 14th November 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.