



COUNTY GOVERNMENT OF TAITA TAVETA

JOB ADVERTISEMENT

POSITION: CHAIRPERSON TAITA TAVETA COUNTY PUBLIC SERVICE BOARD(ONE) 1 POST (CGTT/CPSB/SP/03/2025)

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 58A (5) of the County Governments Act No.17 of 2012. The County Government of Taita Taveta invites Applications from suitably qualified persons to fill the position of the Chairperson County Public Service Board.

DUTIES AND RESPONSIBILITIES

- Chair meetings of the Board
- Oversee the Board's role in the appointment of persons to the County Public Service including the Boards of cities and urban areas.
- Guide the Board in exercising disciplinary control over and removal of persons holding or acting in those offices as provided for in the County Government Act.
- Ensure regular reports are prepared for submission to the County Assembly on the execution of the functions of the Board.
- Enhance the Promotion of values and principles envisaged in Articles 10 and 232 of the Constitution of Kenya, 2010.
- Advise the County Government on human resource management and development.
- Advise the County Government on implementation and monitoring of the national performance management system in the County.
- Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government on the remuneration, pension and gratuities for county public service employees.
- Perform any other assigned relevant duties from time to time.

REQUIREMENTS AND COMPETENCIES

- Be a Kenyan citizen.
- Be a holder of a degree from a University recognized in Kenya (A Master's degree or higher qualification will be an added advantage).
- Have knowledge and work experience of not less than ten (10) years in administration and management.
- Experience in Senior Public or private Sector leadership will be an added advantage.
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
- Not hold Public or State Office.
- Must satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010 on Leadership and Integrity.
- Has not, at any time within the preceding five years, held office, or stood for election as:
 - A member of Parliament or of a county assembly; or
 - A member of the governing body of a political party.
- Has not at any time been:
 - A candidate for election as a member of Parliament or of a county assembly;
 - 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.
- Understands and is willing to promote the diversity within the County.
- Be capable of working under pressure to meet strict deadlines.
- Be a visionary and strategic thinker.
- Have thorough knowledge of the structural, legislative, and regulatory framework of the public service.
- Meet other requirements as per Section 58 of the County Government Act and other relevant laws.

TERMS OF SERVICE

A term of Six (6) year Non –Renewable Contract.

REMUNERATION: As prescribed by the salary and remuneration commission (SRC)

JOB APPLICATION PROCEDURE

The applicants **MUST** attach the following copies of Documents on the application letter

- **Copy of** Identity (ID) Card/Passport
- Detailed Curriculum Vitae (CV)
- **Copies of** relevant Academic, Professional Certificates and Testimonials
- **Copies of** Registration Certificate from the relevant professional bodies (where applicable)
- Computer Packages Certificate
- Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)
 - **VALID** Clearance Certificate from the Directorate of Criminal Investigations (**DCI**)
 - **VALID** Kenya Revenue Authority (**KRA**) Clearance Certificate
 - **VALID** Higher Education Loans Board (**HELB**) Clearance Certificate
 - **VALID** Ethics and Anti-Corruption Commission (**EACC**) Self-Declaration Form
 - **VALID** Credit Reference Bureau (CRB)

How to apply

All applications should be **HAND DELIVERED** clearly marked “Application for the position of **Chairperson Taita Taveta County Public Service Board**” Applications should be submitted in a sealed envelope to the office of H.E the Governor at the County Headquarters Mwatate, on or before **12th January, 2026**.

The applications should be addressed to:

**The Chairman selection panel,
C/O The County Secretary,
County Government of Taita Taveta.
Po Box 1066- 80304
WUNDANYI
Website: <https://www.taitataveta.go.ke>**