

THE COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD VACANCIES ANNOUNCEMENT

The County Public Service Board of Kilifi wishes to recruit qualified and competent persons to fill the following positions in the County Public Service.

EXECUTIVE OFFICE OF THE GOVERNOR

COUNTY CHIEF OFFICER, CPSB '02' (2 POSTS) REF. ADVERTS/2/2026/1

S/NO	POSITION	NO. OF VACANCIES
1	County Chief Officer	2

For the following divisions in the County Public Service.

- County Administration and Decentralized Units
- Inspectorate Services

1. COUNTY CHIEF OFFICER, CPSB '02' (2 POSTS) REF.
ADVERTS/2/2026/12

a) Duties and Responsibilities

Duties and responsibilities will entail: -

- General administration and co-ordination of the functions of the respective;
- Provide strategic policy direction for effective service delivery within the department/division;
- Authorized Officer of Department/Division;
- Develop and implement strategic plans;
- Manage departmental performance;
- Formulation and effective implementation of departmental programs aligned to the County Integrated Development Plan (CIDP) and Vision 2030;
- Promote and ensure compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Implement laws, policies and regulations, formulated by the County and the National Government;
- Any other duty assigned.

b) Requirements for Appointment

- A Kenyan citizen;
- Be in possession of a first degree in a relevant field from a university recognized in Kenya;



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- Have knowledge, experience and distinguished career of not less than 5 years at a senior management level in the Public or Private Sector;
- Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis;
- Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and understanding of Vision 2030; and
- Satisfy the requirements of Chapter six of the Constitution of Kenya.

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials.

The form can be downloaded from the Kilifi County website www.kilifi.go.ke

Applicants can choose to;

- Hand Deliver the form to the Office of the Secretary; County Public Service Board at the **Kilifi Plaza, 2ND Floor, along Charo wa Mae Road, next to Equity Bank (Kilifi Branch). OR**
- Send it by post office or courier service to: -

**THE SECRETARY,
COUNTY PUBLIC SERVICE BOARD,
KILIFI COUNTY GOVERNMENT,
P.O BOX 491-80108, KILIFI.**

All applications in **HARD COPY** stating the post applied for should be received not later than **5.00pm of Thursday, 19th February, 2026.**

Note:

- Only shortlisted and successful candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- It is a criminal offence to present fake certificates/documents;
- Shortlisted candidates will be required to produce valid clearance certificates from: **HELB, KRA, EACC, DCI and CRB;**
- Kilifi County is an equal opportunity employer hence women, youth and the people with disabilities are encouraged to apply.

 28/1/26
Chief Executive Officer/Secretary
County Public Service Board



28/1/26