

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF EXTERNAL VACANCY

EXTERNAL ADVERTISEMENT – NO. 03 OF 02/2026

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 positions.

COUNTY PUBLIC SERVICE BOARD

POSITION: SECRETARY/CHIEF EXECUTIVE OFFICER, JOB GROUP CPSB 02/'S' - (1 POST)

Gross Consolidated Monthly Salary: Min Kshs. 219,128 – Max. 289,153 p.m.

Terms of Service: A single non-renewable term of six [6] years

Duties and Responsibilities.

The Secretary/CEO will be responsible to the Board for the Administration and Management of its Resources, Activities and Programmes. Specific duties and responsibilities include: -

- i. Facilitating, coordinating and ensuring execution of the Board's mandate;
- ii. Accounting and Authorized Officer of the Board;
- iii. Overall in-charge of the Secretariat;
- iv. Planning and Budgeting for the Board;
- v. Custodian of all Records, Assets and Minutes of the Board;
- vi. Implementing decisions of the Board;
- vii. Preparing both periodic and adhoc reports;
- viii. Preparing the Agenda for Board meetings in consultation with the Chairperson of the Board and taking minutes;
- ix. Initiating programmes and activities for staff performance and reward management;
- x. Preparing and submitting programmes and strategies necessary for achievement of Board's mandate for the approval of the Board;
- xi. Liaising with external and internal stakeholders; and
- xii. Carrying out any other duties as may be assigned from time to time by the Board.

Requirements and Competencies for Appointment:

For appointment to this grade, a candidate must:

- i. Be a Kenyan citizen;
- ii. Master's degree, preferably in Law, Human Resource Management/Development, Public Administration/Management, Economics or Finance or any relevant Social Science from a recognized University;
- iii. Have ten (10) years working experience, five (5) of which should have been at a Senior Management level in Human Resource Management or related field, in a large organization;
- iv. Have attended Strategic Leadership Course from a recognized institution;
- v. Demonstrate a good understanding of the County Government's Mandate, Vision, Mission as well as Vision 2030;

- vi. Demonstrate understanding and commitment to tenets of Articles 10 and 232 of the Constitution of Kenya;
- vii. Demonstrate a high degree of Administrative and Leadership capabilities;
- viii. Must be a Certified Secretary (CS) and a member of Institute of Certified Secretaries (ICS) in good standing; and
- ix. Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

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PLEASE NOTE

- 1) During interviews, shortlisted candidates will be required to produce the following **original documents**: - National Identity Card, Academic and Professional Certificates, Clearances from KRA, CRB, CID, EACC and HELB and recognition letter from Commission for University Education (for those with qualifications acquired outside Kenya).
- 2) Canvassing in any form will lead to automatic disqualification.
- 3) The County Government of Kakamega is an equal opportunity employer and women, persons with Disabilities are encouraged to apply.
- 4) **Only shortlisted and successful candidates will be contacted.**

HOW TO APPLY

- i. Applications must be made in writing and should be clearly marked **“Application for Secretary/Chief Executive Officer to County Public Service Board”** on the right-hand corner of the envelope and **Hand Delivered or sent through Courier** to the Chairperson’s Office located at Western Regional Commissioner’s Offices, Block ‘B’ - 2nd Floor and addressed to:

**THE CHAIRPERSON
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100 KAKAMEGA**

OR

- ii. Applications may also be submitted online with the relevant attachments and emailed to chairpersoncpsb@kakamega.go.ke.
- iii. All applications should be received on or before **18th March 2026 at 5.00 pm.**
- iv. Each application **MUST** be accompanied by a detailed CV, copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, other relevant supporting documents and copies of clearances from KRA, CRB, CID, EACC and HELB.

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 for this advertisement are; email address chairpersoncpsb@kakamega.go.ke and phone number **0745888999 ONLY.**

CHAIRPERSON, COUNTY PUBLIC SERVICE BOARD