

COUNTY GOVERNMENT OF KILIFI



THE SELECTION PANEL FOR APPOINTMENT OF TWO (2) MEMBERS TO THE COUNTY PUBLIC SERVICE BOARD P.O BOX 9 - 80108 KILIFI

**THE CONSTITUTION OF KENYA
THE COUNTY GOVERNMENTS ACT (CAP. 265)
THE PUBLIC APPOINTMENTS (COUNTY ASSEMBLIES APPROVAL) ACT (CAP.
265B)**

VACANCIES IN THE COUNTY PUBLIC SERVICE BOARD

WHEREAS Sections 57, 58 and 58A of the County Governments Act (Cap. 265) provide for the establishment County Public Service Board, it's composition and the procedure for nomination and appointment of Members to the County Public Service the Board;

AND WHEREAS, through Gazette Notice No. 7 of 12th January, 2026, the Governor appointed the Members of the Selection Panel for the Recruitment of two (2) nominees for the appointment as members of County Public Service Board;

NOW THEREFORE, the Selection Panel for the Recruitment of two (2) Nominees for the appointment as members of the County Public Service Board invites applications from qualified individuals who satisfy the provisions of the relevant laws for the positions as outlined below:

MEMBER COUNTY PUBLIC SERVICE BOARD (REF. KCG/PSM/ADVERT-BM/01/2026) TWO (2) POSITION

PURSUANT to Section 58(3) of the County Governments Act (Cap. 265), a person shall be appointed as a member of the County Public Service Board, if that person:

- (a) satisfies the provisions of Chapter Six of the Constitution;
- (b) is not a state or public officer;
- (c) has not, at any time within the preceding five years, held office, or stood for election as—
 - (i) a member of Parliament or of a county assembly; or
 - (ii) a member of the governing body of a political party;
- (d) is, or as at any time been, a candidate for election as a member of Parliament or of a county assembly;
- (e) is, or has at any time been, 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;

(f) possesses a minimum of a bachelor's degree from a recognized university and working experience of not less than five (5) years; and

(g) is a professional, demonstrates absence of breach of the relevant professional code of conduct.

Terms of Service: Six (6) Year Contract.

Remuneration: As determined by the Salaries and Remuneration Commission (SRC).

APPLICATION PROCESS

(a) Required Documents

Each application must be accompanied by:

- (i) a detailed curriculum vitae;
- (ii) certified true copies of academic and professional certificates (degree certificates from non-Kenyan universities must be accompanied by an approval of the degrees from the Commission for University Education);
- (iii) a copy of the applicant's National Identity Card or valid Passport; and
- (iv) testimonials and other relevant supporting documents.

(b) Clearance Certificates

Shortlisted Applicants are required to present current and valid clearance certificates from the following institutions during the interview:

- i. The Kenya Revenue Authority (KRA);
- ii. The Higher Education Loans Board (HELB);
- iii. A Credit Reference Bureau (CRB);
- iv. The Directorate of Criminal Investigations (DCI); and
- v. The Ethics and Anti-Corruption Commission (EACC).

NOTE: The provisions of Section 9(5) of the Employment Act, Cap. 226 states that "...an applicant for a state office shall provide compliance or clearance certificates at such times in the recruitment or approval process as they may be required".

(c) Submission Instructions

All applications must clearly indicate the reference number on the envelope, addressed to the Chairperson of the Selection Panel and Delivered either: .

By hand: Deliver in a sealed envelope to the Secretariat of the Selection Panel at the County Secretary's office - Deputy Governor's Building, adjacent to Kilifi Law Courts , between 8:00 a.m. and 5:00 p.m on or before the closing date.

By Post: P.O. Box 9 – 80108,
Kilifi – Kenya.

The deadline for Submission:

All applications must be received **on or before Monday, February 9th, 2026 at 5:00 p.m.**

The names of all applicants, shortlisted candidates and the interview schedule for the shortlisted candidates will be published on the official County Government website:

Only shortlisted candidates shall be contacted.

Nominees for appointment will appear before the relevant committee of the County Assembly for vetting and approval.

**Chairperson,
The Selection Panel for the recruitment of Members to the County Public Service Board.**