



LAMU COUNTY GOVERNMENT

County Public Service Board



VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act, 2012, the County Government of Lamu invites applications from suitably qualified persons to fill the following vacant positions:

COUNTY PUBLIC SERVICE BOARD

DEPUTY COUNTY SECRETARY

JOB GROUP 'S' (1 POST)

REF: LCPSB/ADV/2017/6

Terms of Service: Contract

The Deputy County Secretary shall deputize the County Secretary.

REQUIREMENTS

1. Be a Kenyan Citizen;
2. Be in possession of a degree in Social Sciences/Management from a university recognized in Kenya;
3. Possession of a Master's degree in a relevant field will be an added advantage;
4. Knowledge and experience in financial management will be desirable;
5. Have working experience of not less than ten (10) years, of which 3 should be in a large organization;

DUTIES AND RESPONSIBILITIES

The Deputy County Secretary will be responsible to the County Secretary for the following:

1. Coordinating County Performance Management and Monitoring Committee;
2. Dissemination of County Government policies & programmes;
3. Coordinating County Government functions, reports and programmes;
4. Preparing and drafting memoranda, Ministerial position and concept papers;
5. Follow-up action on Executive Committee decisions and directives with relevant Departments;
6. Conducting technical research and special studies on policy issues;
7. Supporting in establishing strong linkages between County Departments and external stakeholders; and
8. Performing any other duties that may be assigned from time to time.

COUNTY CHIEF OFFICER

JOB GROUP 'S' (14 POSTS)

REF: LCPSB/ADV/2017/7

Terms of Service: Contract

1. Public Service Management & Administration.
2. Devolution, ICT & E-Government
3. Agriculture.
4. Water Development.
5. Fisheries, Livestock and Co-operative Development.

6. Health Services.
7. Environment & Sanitation.
8. Education and Vocational Training.
9. Youth Affairs, Culture, Gender and Social Services
10. Trade, Tourism & Industrialization.
11. Finance.
12. Economic Planning.
13. Lands & Physical Planning.
14. Infrastructure development.

REQUIREMENTS

1. Be a Kenyan citizen;
2. Have a Bachelor's degree in the relevant field from a University recognized in Kenya. Possession of a Master's degree in a relevant field will be an added advantage;
3. Have vast knowledge and experience of not less than 10 years in the relevant field, 5 of which should be in a senior/managerial position in a large organization;
4. Demonstrate thorough understanding of county development objectives and Vision 2030;
5. Be a strategic thinker and results-oriented;
6. Have excellent communication, organizational and interpersonal skills;
7. Have capacity to work under pressure to meet strict timelines;
8. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
9. Satisfy the requirements of Chapter 6 of the Constitution;
10. Demonstrate understanding and commitment to the Values and Principles as outlined in Articles 10

- and 232 of the Constitution of Kenya; and
11. Be computer literate.

DUTIES AND RESPONSIBILITIES

The Chief Officer will be the authorized officer and accounting officer in a specific department and shall be responsible to the respective County Executive Committee Member.

Specific duties will include:

1. Administration of a county department;
2. Formulation and implementation of programs to attain Vision 2030 and sector goals;
3. Development and implementation of strategic plans and sector development plans;
4. Implementation of policies and regulations;
5. Providing strategic policy direction for effective service delivery;
6. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
7. Performing any other duties as may be assigned from time to time.

Interested serving officers are eligible to apply.

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010:

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission; and
- Criminal Investigation Department;
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

HOW TO APPLY

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**The Secretary
Lamu County Public Service Board
P.O. Box 536-80500
Lamu.**

The position applied for should be indicated on top of the envelope.

Lamu County residents will be required to indicate their Sub-County and Ward of residence.

All applications should reach this office **on or before** 29th September 2017.

Youth, Women and persons with special needs are encouraged to apply

Canvassing will lead to automatic disqualification

NOTE: *Only Shortlisted candidates will be contacted*

County Government of Lamu is an equal opportunity employer