



# LAMU COUNTY GOVERNMENT

## JOB 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:

### **OFFICE OF THE GOVERNOR**

**COUNTY SECRETARY**  
**JOB GROUP 'T' (1 POST)**  
**REF: OG/ADV/2017/01**  
**Terms of Service: Contract**

The County Secretary shall provide guidance and direction to the county public service and will be answerable to the Governor.

### **REQUIREMENTS**

1. Be a Kenyan citizen;
2. Be in possession of a Bachelor's degree from University recognized in Kenya ;
3. Have working experience of NOT less than 10 years at managerial/senior level in a large organization;
4. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;
5. Be conversant with Government policies and regulations, and devolution laws;
6. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
7. Have capacity to work under pressure to meet strict timelines;
8. Have good interpersonal and communication skills;

9. Demonstrate thorough understanding of county development objectives and Vision 2030;
10. Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service; and
11. Be computer literate.

### **DUTIES AND RESPONSIBILITIES**

1. Head of the County Public Service;
2. Responsible for arranging the business and keeping the minutes of the County Executive Committee subject to the directions of the Executive Committee;
3. Conveying the decisions of the County Executive Committee to the appropriate persons or institutions;
4. Ensure efficient management of the County Government resources; and
5. Performing any other functions as directed by the County Executive Committee.

## 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:

**Office of The Governor  
Lamu County Government  
Mokowe  
P.o box 74-80500  
Lamu**

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

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

Hand delivered applications can be submitted at the Office of the Governor located at the County Headquarter, Mokowe.

All applications should reach this office **on or before** 29<sup>th</sup> September 2017.

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

***NOTE:** Only Shortlisted candidates will be contacted*

*County Government of Lamu is an equal opportunity employer*