



OFFICE OF THE GOVERNOR

COUNTY GOVERNMENT OF LAMU



VACANCIES

Pursuant to Section 235 of the Constitution of Kenya, 2010 and Section 58 of the County Government Act 2012, the County Government of Lamu wishes to recruit competent and qualified persons to fill the following posts:

1. CHAIRPERSON, COUNTY PUBLIC SERVICE BOARD

Main Duties and Responsibilities

- i. Chairing Board meetings and signing of Board minutes;
- ii. Guiding the establishment and abolition of offices in the County Public Service;
- iii. Appointing of persons to hold or act in offices of the County Public Service and confirm appointments;
- iv. Exercise disciplinary control over and remove, persons holding or acting in those offices as provided for in law;
- v. Advising the County Government on Human Resource Management and Development;
- vi. Advising the County Government on implementation and monitoring of the Performance Management System in the County;
- vii. Ensure the development of a lean and efficient organization structure and facilitate the development of coherent integrated human resource planning and budgeting for personnel emoluments in the County;
- viii. Make recommendation to the Salaries and Remuneration Commission on behalf of the County Government, on the remuneration, pensions and gratuities for the County Public Service employees;
- ix. Ensure the preparation of regular reports on the execution of the functions of the Board as per Section 59 (d&f) of the County Government Act, 2012 and submit the same to the County Assembly;
- x. Evaluate and report to the County Assembly on the extent to which the values and principles outlined in Article 10 and 232 are complied with in the County Public Service;
- xi. Performing any other relevant duties as per the County Government Act.

Academic Requirements and attributes

- i. Be a Kenyan citizen
- ii. Be in possession of a minimum academic qualification of Bachelor's degree from a University recognized in Kenya.

- iii. Have a working experience of not less than Ten (10) years.
- iv. Demonstrate experience in Human Resource Management and administration.
- v. Should satisfy the requirements of Chapter Six (6) of the Constitution on Leadership and Integrity.
- vi. Should not be a holder of a Public or State office.
- vii. Be a professional able to understand the diversity within the County, be able to demonstrate absence of breach of relevant professional Code of Conduct.
- viii. Should have the capacity to work under pressure to meet strict deadlines.

Terms of Service

Six (6) years non- renewable contract

Salaries and other Allowances

Payables as per the Salaries and Remuneration Commission guidelines

2. MEMBER OF THE COUNTY PUBLIC SERVICE BOARD – (4 POSITIONS)

Duties and Responsibilities

- i. Assisting in preparation of regular reports for submission to the County Assembly on the execution of the functions of the Board
- ii. Observing good cooperate governance principles in the performance of duties by public officers in the County.
- iii. Ensuring that quality services are delivered to the citizenry of Lamu County.
- iv. Promoting Public Service Values and Principles in the County Government as referred to in Articles 10 & 232 of the Constitution of Kenya.
- v. Advising on the appointment of persons to hold Boards of Urban areas within the County and to confirm their appointments.
- vi. Performing any other duties as assigned by the Chairperson.

Academic Requirements and attributes

- i. Be a Kenyan Citizen
- ii. Be in possession of a minimum academic qualification of Bachelor's degree from a University recognized in Kenya.
- iii. Have knowledge and experience of not less than Five (5) years of service.
- iv. Should demonstrate professional competence and managerial capabilities and clear understanding of the Legislation, Policy framework governing the County Public Service, National Goals, Values and Principles of Governance
- v. Must not be a state or public officer
- vi. Be a professional who demonstrates absence of breach of the relevant professional code of conduct.

- vii. Should satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Terms of Service

Six (6) years non- renewable contract

Salaries and other Allowances

Payables as per the Salaries and Remuneration Commission guidelines

3. CEO/SECRETARY TO THE COUNTY PUBLIC SERVICE BOARD - ONE (1) POSITION

Duties and Responsibilities

- i. Will be the Secretary to the County Public Service Board.
- ii. Preparing and circulating agenda and minutes of the board meetings
- iii. Developing Annual work plan for the board with the guidance of the Chairperson.
- iv. Conveying the decisions of the board to concerned parties.
- v. Providing guidance and advice to the Secretariat on matters of Ethics and good governance.
- vi. Preparing regular reports for submission to the County Assembly on the execution of the functions of the Board.
- vii. Promoting Public Service values and Principles in the County Government
- viii. Evaluating and reporting to the County Assembly on the extent to which the value and principles referred in Article 10 & 232 are complied with in the County Public Service.
- ix. Pursuant to Section 149 (1) of the PFM Act, 2012, be the Accounting Officer of the Board and ensure that resource of the Board are prudently used in a way that is Lawful and Authorized, Effective, Efficient, Economical and transparent.
- x. Performing any other duty as assigned by the Chairperson of the Board.

Academic Requirements and attributes

- i. Be a Kenyan citizen
- ii. Be in possession of a minimum academic qualification of Bachelor's degree from a University recognized in Kenya.
- iii. Be a Certified Secretary in good professional standing.
- iv. Have knowledge and experience of not less than Five (5) years of service.
- v. Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
- vi. Understand the diversity within the County
- vii. Be capable to work under pressure to meet strict deadlines

- viii. Must not a state or public officer
- ix. Satisfy the requirements of Chapter Six of the Constitution.

Terms of Service

Six (6) years non- renewable contract

Salaries and other Allowances

Payables as per the Salaries and Remuneration Commission guidelines

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- a) Tax Compliance Certificate from KRA
- b) Clearance Certificate from Higher Loans Education Board - HELB
- c) Clearance Certificate from Ethics and Anti- Corruption Commission (EACC)
- d) Certificate of Good Conduct from DCI
- e) Clearance Certificate from Credit Reference Bureau - CRB

Applications in sealed envelopment should be submitted to

**THE COUNTY SECRETARY& HEAD OF PUBLIC SERVICE
COUNTY GOVERNMENT OF LAMU
P.O. BOX 74 – 80500
LAMU**

NOTE:

- a) Applications should be in Hard Copy and delivered to the Office of the County Secretary located at **Mokowe County Government of Lamu Headquarter Offices** on or before **Friday 24Th May, 2019.**
- b) Shortlisted candidates will be required to produce the original National Identity Card, Academic and Professional Certificates and other Testimonials.
- c) Any form of Canvassing will lead to automatic disqualification

The appointment of members of the County Public Service Board shall be through a competitive process and so the County Government of Lamu being an equal opportunity Employer encourages Women, Persons Living with Disabilities and Marginalized groups to apply.