



LAMU COUNTY GOVERNMENT

County Public Service Board



VACANCIES

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Sections 59 of the County Governments Act.

**1. SECRETARY/CEO, LAMU COUNTY
BURSARY MANAGEMENT BOARD
JOB GROUP "P" (1 Post)
REF: LCPSB/ADV/2020/1
Term of Service: Five (5) Years Contract)**

REQUIREMENTS

1. Be a Kenyan citizen
2. Bachelor's degree in Social Science or any other relevant field from a university recognized in Kenya;
3. Eight(8) years general experience of which three(3) years experience in senior managerial position in relevant field either in a public or private Sector organization;
4. Demonstrate leadership qualities and proper experience in dealing with change in an organization;
5. Proficiency in computer literacy;
6. Understand the social, Cultural and Economic diversity within the County;
7. Have good leadership qualities, communication and team building skills;
8. Be committed to provide a high quality public service to stakeholders;

9. Be a person of high integrity and attitudes consistent with expectation of public officer;
10. Ability to exercise self-leadership in executing the mandate of the County Bursaries and Scholarships Board and his/her roles and responsibilities;
11. Satisfy requirement of chapter six of the Kenya constitution 2010.

DUTIES AND RESPONSIBILITIES

1. Execution of the decision of the County Bursary Management Board;
2. Provide the Board with notices of meeting times and places and request contributions of items for the agenda;
3. Ensure compliance of the rules and regulations established by the County Bursary Fund Act;
4. Ensure day to day administration and management of affairs of the Board;
5. Be a custodian of the Board's records;
6. Give effect to and notify the County Government and County Assembly of the discussion of the Board;
7. Coordinate with member of the Board and CEC Education on

- matters to do with appeal and review on the decisions made by the Board;
8. Determine procedure for facilitation of appeal and reviews of decisions of the Board;
 9. Liaise with the Bank in which the Bursaries funds are banked and reconcile the payments with the schools;
 10. Performing any other duties as assigned by the Board.

**2. MANAGING DIRECTOR - LAMU
WATER AND SEWERAGE COMPANY
(LAWASCO)
JOB GROUP "P" (1 Post)
REF: LCPSB/ADV/2020/2
Term of Service: Five (5) Years Contract)**

REQUIREMENTS

1. Bachelor's degree in relevant field from University recognized in Kenya
2. Eight (8) years general experience of which three(3) years in a senior managerial position either in a public or Private Sector organization;
3. Demonstrate leadership qualities, proper experience in dealing with change in an organization
4. Have a record of proper performance, self-driven, result oriented and possessed excellent public relation and customer oriented
5. Satisfy requirement of chapter six of the Kenya constitution 2010.

DUTIES AND RESPONSIBILITIES

1. Providing strategic direction and leadership at LAWASCO
2. Coordinating and implementing all activities of the company in line with

- the policies by the Board of directors;
3. Coordinating and implementing all activities of the company in line with the policies approved by the Board of Directors;
 4. Formulating policies on core functions areas of the Board for approval;
 5. Development and implementation of strategic and business plan including preparation of annual work plan and budgets;
 6. Ensure proper management and operation of the institution on daily basis;
 7. Ensure compliance of the company with the Government legal directive;
 8. Ensure implementation of company policies as formulated from time to time;
 9. Perform any other duties as assigned by the Board from time to time.

**3. BOARD MEMBERS - LAMU WATER
AND SEWERAGE COMPANY
(LAWASCO), (5 Posts)
REF: LCPSB/ADV/2020/3
Terms of Service: Three (3) years
Contract)**

REQUIREMENTS

1. Be a Kenyan citizen.
2. Must have a minimum of 'O' level education
3. Must demonstrate participation in Local Development Initiative
4. Skills Finance, Organizational Development, Human Resource Management and Business Planning and experience in the relevant field for more than seven years will be an added advantage.

5. Must not have perceived conflict of interest with the company or associated with the suppliers/contractors of the company
6. Must be a local/resident of the area where the company Operation are domiciled.

NB:

The contract may be renewable for a further one (1) term only subject to performance

The Board membership vacancy requires representatives drawn from the following key stakeholders organization s within the company’s area of operation;

- One (1) women representing **Women Organisation**
- One (1) member from local **Chamber of Commerce.**
- One (1) member from **Farmers Association or Water Users Associations.**
- One (1) Member from a **Resident Organisations.**
- One (1) Member from either Youth, Marginalised or Persons Living with Disability Groups.

4. CHAIRMAN OF THE AUDIT

COMMITTEE (1 Post)

REF: LCPSB/ADV/2020/4

Term of Service: (Three Years Contract)

REQUIREMENTS

1. At least a Diploma in Supply Chain Management, Public Finance, ICT, Human Resource Management, Civil Engineering or quantity Survey;
2. Knowledge of risk management frameworks;
3. Have ten (10) years’ experience either in a public or Private Sector organization;

4. Be registered with relevant professional body and of good standing;
5. Proactive leader and demonstrate good communication skills;
6. Should be a person of confidence and integrity;
7. Should be highly respectable and experience person, who possess strong interpersonal skills and timely available to develop and closely monitor the committee agenda.
8. Have experience in public Finance Management;
9. Independent to the County Government entities, be knowledgeable of the County operations with requisite business and leadership skills and NOT a political office leader;
10. Must **neither** be an employee of Lamu County Government **nor** have conflict of interest;
11. Satisfy requirement of chapter six of the Kenya constitution 2010.

NB:

The contract may be renewable for a further one (1) term only subject to performance

DUTIES AND RESPONSIBILITIES

1. Obtaining assurance from management that all financial and non –financial internal control and risk management function are operating effectively and reliably;
2. Provision of an independent review of the County’s reporting function to ensure the integrity of the financial reports;
3. Monitoring the effectiveness of the County’s performance management and performance information;

4. Provision strong and effective oversight of the County's internal audit function;
5. Provide effective liaison and facilitate communication between management and external audit;
6. Provision oversight of the implementation of accepted audit recommendation;
7. Ensure the County effectively monitors compliance with legislative and regulatory requirements and promote a culture committed to lawful and ethical behavior;
8. Acting as a forum for dialogue between the accounting officer or governing body, executive management and the internal and external auditors to provides a more efficient and coordinated audit process;
9. Promotion of the integrity and quality of internal and external reports by providing a high level of assurance and check;
10. Fostering and promoting a more effective and efficient audit process by providing an independent review of the internal audit annual work plan and reports;
11. Provision of a 'no surprises' environment in the County, particularly with regards to the prompt identification of risks and threats to the County;
12. Provision of a depth knowledge that assists management discharge its responsibilities in the most effective and efficient manner.

5. MEMBERS OF THE AUDIT

COMMITTEE (3 Posts)

REF: LCPSB/ADV/2020/5

Term of Service: (Three (3) Years Contract)

REQUIREMENTS

1. At least a Diploma in Supply Chain Management ,Public Finance, ICT, Human Resource Management ,Civil Engineering or Quantity Survey.
2. Have five (5) years' experience either in a public or Private Sector organizations;
3. Proactive team player and demonstrate good communication skills.
4. Should be a person of confidence and integrity.
5. Should be highly respectable and experienced person, who posses strong interpersonal skills and timely available to develop and closely monitor the committee agenda.
6. Have a good understanding of County Government operating, Finance reporting, auditing and experience in Public Finance Management.
7. Have a good understanding of the objects, principles and functions of the County Government.
8. Must **neither** be an employee of Lamu County Government **nor** have conflict of interest.
9. Satisfy requirement of chapter six of the Kenya constitution 2010.

DUTIES AND RESPONSIBILITIES

1. Obtain assurance from management that all financial and non financial internal control and risk management

- functions are operating effectively and reliably.
2. Provide an independent review of County's reporting functions to ensure the integrity of financial reports.
 3. Monitor the effectiveness of the County's performance management and performance information.
 4. Provide strong and effective oversight of the County's internal audit function.
 5. Provide effective liaison and facilitate communication between management and external audit.
 6. Provide oversight of the implementation of accepted audit recommendations.
 7. Ensure the County effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behavior.
 8. Acting as a forum for dialogue between the Accounting Officer or Governing body, executive management and the internal and external auditors to provide a more efficient and coordinated audit process.
 9. Promoting the integrity and quality of internal and external reports by providing a high level of assurance and check.
 10. Fostering and promoting a more effective and efficient audit process by providing an independent review of the internal audit annual work plan and reports.
 11. Providing a 'no surprises' environment in the County, particularly with regards to the

- prompt identification of risks and threat to the County.
12. Providing a depth of knowledge that assists management discharge its responsibilities in the most effective and efficient manner.

How to apply

Applicant must attached copies of the following documents:

1. National Identity Card
2. Academic professional certificate and testimonials
3. Copies of clearance certificate from Higher Education Loans Board(HELB);Kenya Revenue Authority (KRA); Criminal Investigation Department(CID); Ethics and Anti-Corruption Commission(EACC) and Credit Reference Bureau (CRB) and respective Professional Bodies.
4. Any other relevant supporting documents.

All applicants should be submitted in a sealed envelope addressed to:

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

Important information

- The applications should reach the County Public Service Board **on or Before 16th July 2020**
- Only shortlisted candidates will be contacted
- Youth, Women and persons with special needs are encouraged to apply