



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.

COUNTY CHIEF OFFICERS

"CPSB 02" (12 posts)

REF: LCPSB/ADV/2020/6

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

No. of Department

1. Budget, Strategy and Economic Planning;
2. Education, Technology and ICT;
3. Finance;
4. Fisheries and Blue Economy;
5. Food Security and Co- operatives Development;
6. Gender, Youth Affairs, Sports and Social Services;
7. Lands, Physical Planning and Urban Development;
8. Medical Services.
9. Public Health, Environment, Sanitation and Water Service.
10. Public Service Management and Administration.
11. Roads, Transport, Infrastructure, Public Works and Energy.
12. Trade, Enterprise Development, Tourism and Culture.

REQUIREMENTS

For appointment to these positions, the ideal candidate shall be required to:

1. Be a Kenyan Citizen;
2. Bachelor's Degree in a relevant field from a University recognized in Kenya;
3. Ten (10) years general experience of which five (5) years' experience in senior managerial position in public or private sector;
4. Be conversant with the Constitution of Kenya and all the devolution laws;
5. Be a strategic thinker and result oriented;
6. Demonstrate understanding of County Development objectives and Vision 2030;
7. Have good communication, organizational and interpersonal skills;
8. Have capacity to work under pressure to meet timelines;
9. Have ability to work in a multi- ethnic environment with sensitivity and respect for diversity;
10. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya; and
11. Be Computer literate.



DUTIES AND RESPONSIBILITIES

Specifics duties and responsibilities

1. The County Chief Officer shall be the Authorized Officer in the County Department and shall be responsible to the respective County Executive Committee Member for the administration of the County Department as provided under Section 46 of the County Governments ACT, 2012;
2. The County Chief Officer shall be the Accounting and Authorized Officer in a specific County Department in respect of exercise of delegated power;
3. Formulation and implementation of effective programs to attain Vision 2030 and Sector Goals;
4. Development and implementation of Strategic Plans and Sector Development plans;
5. Implementation of Policies and Regulations;
6. Providing strategic policy direction for effective service delivery;
7. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
8. Performing any other duties as may be assigned from time to time.

DIRECTOR – MEDICAL SERVICE

"CPSB 03" (1 post)

REF: LCPSB/ADV/2020/7

Term of Service: Permanent & Pensionable

REQUIREMENTS

For appointment to this position, the ideal candidate shall be required to:

1. Be a Kenyan citizen;

2. A Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B) Degree from a recognized university;
3. A certificate of Registration by the Medical Practitioners and Dentists Board, have a valid practicing license from Medical Practitioners and Dentists Board;
4. Ten (10) years general experience of which five (5) years' experience in senior managerial position in public or private sector;
5. Communication and interpersonal skills. Analytical skills;
6. Good administrative and managerial skills;
7. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the constitution of Kenya; and
8. Be a computer literate.

DUTIES AND RESPONSIBILITIES

1. The office holder chairs County Health Management Team (CHMT);
2. Provide leadership in formulating and implementing health policies in the department;
3. Supervise Medical Superintendents, Unit Heads and Sub-County Medical Officers of Health (SCMOHs);
4. Provide Leadership and guidance for service delivery;
5. Manages administrative responsibilities (preparation and approval of work plans, Departmental Budgets, etc.
6. Implement Performance Management System in the Department
7. Implement monitoring and evaluation of Health Services;
8. Ensures that health services and operations comply with the law or regulatory bodies;



9. Ensure compliance with financial regulations in the Department of Health;
10. Coordinate National Health Programmes;
11. Oversee health outreach activities; and
12. Ensure implementation of affirmative, gender and disability mainstreaming in the Department of Health.
13. Provide leadership and implements corporate governance in the Department of Health.
14. Enhance sustainability of health operations through partnership and collaboration with development partners and health/learning institutions;
15. Establish and maintain a good working environment for health providers and the community;
16. Ensure inventory management in the Department of Health;
17. Receive and make reports about the medical services within the county; and
18. Any other relevant duties that may be assigned from time to time.

HUMAN RESOURCE OFFICER

"CPSB 10" (1 POST)

REF: LCPSB/ADV/2020/8

Terms of Service: Permanent & Pensionable

REQUIREMENTS

For appointment to this grade an officer must have:

1. Be a Kenyan citizen;
2. Bachelor's Degree in Human Resource Management, Social Science or an equivalent from a recognized university;
3. Communication skills;

4. Interpersonal skills;
5. Ability to work under pressure;
6. Problem solving skills;
7. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

1. Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience;
2. Analyze training needs submitted by departments and liaise with procurement section to determine budgeting implications;
3. Make proposals on training to be conducted and develop training programs in consultation with the Director Human Resource Management;
4. Prepare annual plan and budget and monitor training and development activities in accordance with training plans;
5. Liaise with the Director Human Resource Management to monitor the implementation of the talent and career development programmes in the county public sector;
6. Coordinate the performance management system to achieve optimum productivity and efficiency;
7. Implement performance contracting in the board and offer support to departments in implementing the same;
8. Provide input into the budgeting process;



9. Responsibility of physical assets such as Computers, Photocopier and Cabinet;
10. Influences or changes specific administrative or operational practices in a team, section or department and come up with suggestions on improved practices;
11. Supervises and allocates work to subordinates;
12. Any other duties that may be assigned based on service need; and
13. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

QUALITY ASSURANCE OFFICER

"CPSB 10" (1 POST)

REF: LCPSB/ADV/2020/9

Terms of Service: Permanent & Pensionable

REQUIREMENTS

For appointment to this grade an officer must:

1. Be a Kenyan citizen;
2. Have a Bachelor's degree in Social Sciences, Business administration, Human Resource Management or related field from a university recognized in Kenya;
3. Be a Computer literate;
4. Demonstrate professional competence, administration capabilities and initiatives in the general organization and management of public organization;
5. Have Knowledge of relevant legislation such as the County Government Act, Labor Relations Act and Employment Act and
6. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

1. Ensure conformity and compliance to Human Resource policies, procedures, guidelines and regulations and articles 232 (1) on values and principles of Public Service;
2. Assist in the management of staff and other resources of the secretariat section and develop & effectively manage Ethics and Governance Programmes in the county;
3. Assist in the coordination and preparation of reports to the Governor, County Assembly and the relevant National Commission on Compliance;
4. Promote values and principles referred to in Articles 10 & 232 of the Constitution of Kenya 2010 and prepare regular reports for submission to the County Assembly and other relevant committees;
5. Assist to nurture relationships with relevant stakeholders to improve awareness regarding corruption and economic crimes in the county public sector;
6. Assist the Assistant Director to develop, facilitate the implementation of corruption prevention and integrity and Ethics sensitization training programs;



7. Provide input into the budget preparation for the Board;
8. Any other duties that may be assigned based on service need.

How to Apply

Qualified and interested candidates should download and dully fill job application form provided on our website www.lamu.go.ke / www.lamu-cpsb.org. together with required documents and send to:

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

Applicants must attach photocopies of the following documents:

- National Identity Card;
- Academic: Professional Certificates and Testimonials;
- Copies of clearance certificates 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.
- Any other relevant supporting documents.

Important information

- The applications should reach the County Public Service Board on or before **2nd January 2021**.
- Only shortlisted candidates will be contacted
- Canvassing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.





COUNTY GOVERNMENT OF LAMU

Office of the County Secretary and Head of Public Service



VACANCY

The County Government of Lamu wishes to recruit competent and qualified person to fill the following vacant position as per Sections 58 of the County Governments Act.

CEO/SECRETARY – COUNTY PUBLIC SERVICE BOARD (CPSB)

“Scale 09” (1 post)

REF: LCPSB/ADV/2020/10

Term of Service: Six (6) Years

Contract)

REQUIREMENTS

1. Be a Kenyan Citizen;
2. Be in possession of a minimum academic qualification of Bachelor's degree from a University recognized in Kenya;
3. Be a Certified Secretary in good professional standing;
4. Have knowledge and experience of not less than five years of service;
5. Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
6. Understanding the diversity within the County;
7. Be capable to work under pressure to meet strict deadlines;
8. Must not be a state or public officer; and
9. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

1. Will be the Secretary to the County Public Service Board;
2. Preparing and circulating agenda and minutes of the board meetings;
3. Developing Annual work plan for the board with the guidance of the Chairperson;
4. Conveying the decisions of the board to concerned parties;
5. Providing guidance and advise to the Secretariat on matters of Ethics and good governance;
6. Preparing regular reports for submission to the County Assembly the execution of the functions of the Board;
7. Promoting Public Service Values and Principles in the County Government;
8. Evaluating and reporting to the County Assembly on the extent to which the values and principles referred in Article 10 & 232 are complied with in the County Public Service;
9. Pursuant to Section 149 (1) of the PFM Act, 2012, be the Accounting Officer of

the Board and ensure that resource of the Board is prudently used in a way that is lawful and Authorized, Effective, Efficient, Economical and transparent; and

10. Performing any other duty as assigned by the Chairperson of the Board.

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