



# THE COUNTY GOVERNMENT OF TAITA TAVETA

## COUNTY PUBLIC SERVICE BOARD

### ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions.

**POSITION: COUNTY CHIEF OFFICER JOB GROUP `S`**

**No of Posts: 14 (Fourteen)**

**Terms of Service: 4 (Four) Years Contract**

**Salary: As Per the Salaries & Remunerations Commission (SRC) Guidelines**

The Fourteen (14) posts will be as per the portfolios listed below

1. Service Delivery- Office of the Governor
2. Special Programmes- Office of the Governor
3. Mining, Energy & ICT
4. Public Service and Administration
5. Public Works, Housing and Infrastructure
6. Finance and Economic Planning
7. Health Services
8. Education and Libraries
9. Trade, Tourism and Cooperative Development
10. Youth, Gender, Sports, Culture and Social Services
11. Livestock and Fisheries
12. Agriculture and Irrigation
13. Water and Sanitation Services
14. Lands, Environment and Natural Resources

## **Requirements for Appointment**

1. Must be a Kenyan citizen;
2. Must Satisfy the requirements of chapter six of the constitution;
3. Be a holder of at least a Bachelor's degree from a University recognized in Kenya; A Master's degree in the relevant field applied for will be an added advantage;
4. Demonstrate a thorough understanding of County Development Objectives and Plans of Vision 2030;
5. Served in the Public Service for a period of three(3) years in JG R or not less than ten(10) years at Managerial Senior Level in a large organization;
6. Have knowledge, experience and a distinguished career in the specific area.
7. Be a strategic thinker, proactive and results oriented;
8. Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Article 10 and 22 of the Constitution of Kenya 2010;
9. Proof of registration with the relevant professional body will be an added advantage;
10. Have a capacity to work under pressure to meet strict deadlines;
11. Have ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity.

## **Duties and Responsibilities**

The County Chief Officer shall be the accounting and authorized officer in a specific County Department and shall be responsible to the respective County Executive Committee Member. The duties and responsibilities of the positions are:

1. The day to day administration of the county department as provided under section 46;
2. Provide strategic policy direction for effective service delivery within the department;
3. Implementation of policies and development plans and programs within the department;
4. Development and implementation of strategic plans and sector development goals including performance management;
5. Formulation and implementation of effective programs to attain Vision 2030 and sector goals;
6. Promote National Values and Principles of Governance, and Values and Principle of the county public service

**Note:**

Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of The Constitution of Kenya 2010

- I. Kenya Revenue Authority (KRA)
- II. Higher Education Loans Board(HELB)
- III. Ethics and Anti-Corruption Commission(EACC)
- IV. Directorate of Criminal Investigations (DCI)
- V. Credit Reference Bureau(CRB)

Copies of the clearances **MUST** be attached to the application

**How to Apply**

Applicants should submit their applications letters together with copies of their detailed curriculum vitae, academic and professional certificates, testimonials, national identity card or passport, clearly indicating the position applied for and addressed to:

**The Secretary/CEO  
County Public Service Board  
Private Bag  
Voi**

**Or hand delivered at the Board offices located at Maghamba Plaza Ground floor opposite Kenya Power offices Voi**

**Important Information**

- 1) The applications should reach the County Public Service Board on or before **31<sup>st</sup> July 2018**.
- 2) Only shortlisted candidates will be contacted
- 3) Youth, women and persons with special needs are encouraged to apply.
- 4) Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD**

**Dated Friday 29<sup>th</sup> June 2018**