



**COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 1103 – 50400
BUSIA, KENYA**



**DECLARATION OF VACANCIES FOR THE POSITION OF COUNTY CHIEF OFFICERS IN
THE COUNTY PUBLIC SERVICE**

ADVERT No: 35/2022: COUNTY CHIEF OFFICER:

Pursuant to section 45 of the County Governments Act, No. 17 of 2012, the County Public Service Board wishes to consider applications from highly qualified, and result- oriented Kenyan citizens for appointment to the positions indicated below which will fall vacant in due course. Applicants should specify in the application letter the portfolio for which they wish to head;

1. Agriculture, Livestock, Fisheries and Agribusiness
2. Infrastructure and Energy
3. Finance, ICT and Economic Planning
4. Health and Sanitation
5. Trade, Industry and Cooperatives
6. Public Service and Administration
7. Lands, Housing and Urban Development
8. Education And Vocational Training
9. Sports, Culture and Social Services
10. Water, Environment and Natural Resources
11. Office of the Governor
12. Office of the Deputy Governor

DUTIES AND RESPONSIBILITIES

- Efficient utilization of funds and other Public resources placed at their disposal as they shall be the authorized officers in respect of exercise of delegated powers; and
- Giving effect to lawful directives of County Executive Committee Members and keeping them informed of all important activities and events;
- The administration of the County department
- Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- Development and implementation of County's strategic and Integrated Development Plans and sector development plans
- Implementation of policies, regulations and laws
- Providing strategic policy direction for effective service delivery
- Promotion of National Values and Principles as well as ensuring compliance as outlined in Articles 10 and 232 of the Constitution of Kenya.

- Determine, manage and develop the department's workforce including execution of performance contracts and appraisal of staff
- Performing any other duties as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen.
- Have a Bachelor's degree from a university recognized in Kenya;
- Possession of a Master's degree in a relevant field will be an added advantage.
- Must be a member of a professional body relevant to the position applied for and in good standing
- Have vast knowledge and experience of not less than 10 years in the relevant field, five of which should be in a managerial position
- Be conversant with the Constitution of Kenya and all the devolution laws
- Demonstrate thorough understanding of county development objectives and vision 2030
- Be a strategic thinker and results oriented
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet timelines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Satisfies the requirement of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Be computer literate.

TERMS OF SERVICE: Contract Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)

All applicants are expected to attach copies of the following additional documents

- Tax Compliance Certificate
- Clearance from HELB where necessary
- Clearance from the Ethics and anti-corruption commission
- Certificate of good conduct from the police
- CRB Clearance Certificate

HOW TO APPLY

Interested and qualified persons are invited to make their applications attaching copies of National ID Card, Academic and professional certificates, Chapter Six Documents and any other testimonials and send or Hand Deliver to the undersigned on or before **14th September, 2022 latest 5.00 pm (East African Time) at the County Public Service Board Offices at PORT VICTORIA PLAZA-Second Floor**

The applicants should indicate the position applied for on top of the envelope and address it to:

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
COUNTY GOVERNMENT OF BUSIA**

Assumpta N. Obore
Chairperson
County Public Service Board

Secretary/CEO
County Public Service Board

Dr. Dominics Dan Ayaa
Vice Chairperson
County Public Service Board

Musundi Mondelane Nechesa
Member
County Public Service Board

Thomas Taka Ouma
Member
County Public Service Board

- I. Only shortlisted and successful applicants will be contacted.
- II. Canvassing in any form will lead to automatic disqualification.
- III. The County Public Service Board is committed to implementing the provisions of the Constitution - Article 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- IV. **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- V. It is a criminal offence to present fake certificates/documents.