

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KISUMU

JOB ADVERTISEMENT

Pursuant to the provisions of the County Government Act. No 17 of 2012 and as captured under section 44 of the County Governments (Amendment) Act 2020, the County Secretary recruitment selection panel wishes to consider applications from suitably qualified, result oriented and motivated Kenyan Citizens for the appointment of the following positions: -

1. COUNTY SECRETARY – JG ‘T’ (1 POST) Ref: KSM/G&A/2021/01

The County Secretary will be the Secretary to the County Executive Committee and head of the County Public Service and will be responsible for the following:

Duties and Responsibilities

The County Secretary will be the head of the County Public Service and will be responsible for the following:

- i. Providing strategic policy direction to improve service delivery in the County Public Service;
- ii. Arranging the business, and keeping the minutes of the County Executive Committee subject to the directions of the executive committee;
- iii. Conveying the decisions of the County Executive Committee to the appropriate persons or authorities and track their implementation;
- iv. Establishing and developing collaboration with national government ministries or departments, partners and other relevant stakeholders;
- v. Ensure efficient management of resources;
- vi. Interpret, disseminate and oversee the implementation of National and County Government policies;
- vii. Coordinate County Government activities;
- viii. Provide direction to public officers in the County;
- ix. Performing any other functions as directed by the Governor and the County Executive Committee.

Requirements for Appointment.

- i. Be a Kenyan citizen;
- ii. Be a holder of a first degree in a relevant field e.g. Business Management, Administration, Public Administration or relevant Social Sciences from a recognized university in Kenya;
- iii. Have knowledge, experience and a distinguished career of not less than ten (10) years in a senior in and management, administration in the Public Service or Private Sector;
- iv. A master’s degree from a university recognized in Kenya;
- v. Have demonstrable leadership and management capacity including knowledge of public financial management and strategic people management;
- vi. Be conversant with the Constitution of Kenya, and Devolution Laws;
- vii. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;

- viii. Have capacity to work under pressure to meet deadline;
- ix. Demonstrate understanding and commitment to the national values and principles of governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010;
- x. Be a strategic thinker and result oriented;
- xi. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity;
- xii. A member of Institute of Certified Public Secretaries of Kenya CPS (K) or any other relevant Professional body.

Core Competencies:

The following core competencies and skills will be required for the position of the County Secretary: -

- i. Knowledge in policymaking, ability to transform vision/manifesto into Government policies and impact understanding of the same to members of staff;
- ii. Institutional development through structures, systems and mechanisms for effective and efficient delivery of service;
- iii. Strong leadership and influencing skills;
- iv. Ability to communicate Government policies, programs, projects and intention to the public and stakeholders;
- v. Ability to develop and set international best practices and standards to guide the delivery of services and development agenda;
- vi. Knowledge of international, national and county specific development goals and obligations and mainstreaming them into the County agenda and hands-on approach to execution of duties.

2. DEPUTY COUNTY SECRETARY – JG ‘S’ (1 POST) Ref: KSM/ G&A/2021/02

The job holder will report to the County Secretary and will be responsible for the following:

Duties and Responsibilities

- i. Deputizing the County Secretary during his absence.
- ii. Receiving official County Government correspondence.
- iii. Planning and coordination of meetings.
- iv. Liaison activities between the County Secretary ‘s office and other departments.
- v. Coordinating Logistics for County forums.
- vi. Any other duty as may be assigned by the County Secretary from time to time.

Requirements for Appointment.

For appointment to this position, a candidate must;

- Be a holder of a first degree in a relevant field from a recognized university in Kenya;
- Be in possession of a master’s degree in either strategic management, Business Administration, Economics or equivalent qualification from a university recognized in Kenya.
- Have relevant knowledge and experience of not less than ten (10) years in Public or Private sector.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Have a thorough understanding of devolution, the County Development objectives and Vision 2030.
- Be a strategic thinker and result oriented.
- Satisfy the requirement of Chapter Six of the Constitution of Kenya on leadership and strategy.
- A member of Certified Public Secretaries of Kenya CPS (K) or any other relevant Professional body will have an added advantage.

Terms of Service: Contract

The salary and benefits attached to each post are as advised by the Salaries and Remuneration Commission.

- i. Applicant must attach to the job Application Form a covering letter, curriculum vitae, certified copies of academic and Professional certificates testimonials, Identity card/ Passport, and Clearance Certificates. Those attaching copies of degree certificates from non Kenyan universities must attach an approval of the degrees from the Commission for University Education.
- ii. All applicants are required to obtain clearance from the following institutions:
 - The Criminal Investigation Department (CID)
 - The Higher Educational Loans Board (HELB)
 - The Kenya Revenue Authority (KRA)
 - The Ethics and Anti – Corruption Commission (EACC)
 - The Credit Reference Bureau.
- iii. Only short listed candidates will be contacted.
- iv. Shortlisted candidates will be required to produce their original National Identity Card, Certificates and Testimonials at the interview.
- v. The Government of Kisumu County is an equal opportunity employer, Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.
- vi. Affirmative action as stipulated in the constitution shall be applied.

Hand Delivered applications should be submitted in a sealed envelope to the office of the County Secretary,
Prosperity House 2nd floor, on or before 25th of November 2021 by 1700hrs.

The position applied for should be clearly indicated on top of the envelop and addressed to;

The Chairman,

Kisumu County Secretary Recruitment Selection Panel

P.O. Box 2738-40100

KISUMU.

Email: selectionpanelksmcs@gmail.com