



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
OFFICE OF THE GOVERNOR



RE-ADVERTISEMENT

Pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 58 of the County Governments Act, 2012. The County Government of Nakuru wishes to recruit competent and qualified persons to fill the following positions in the Nakuru County Public Service Board:

CHAIRPERSON – COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Main duties and responsibilities:

- I. Overall in charge of The Board;
- II. Chairing Board meetings and signing Board minutes;
- III. Establish and abolish offices in the County Public Service;
- IV. Appoint persons to hold or act in offices of the County Public Service and confirm appointments;
- V. Exercise disciplinary control over and remove, persons holding or acting in those offices provided for in law;
- VI. Advising the County Government on Human Resource Management and Development;
- VII. Advising the County Government on implementation and monitoring of the National Performance Management System in the County;
- VIII. Ensure a lean, organization structure and facilitate the development of coherent integrated Human Resource Planning and Budgeting for personnel emoluments in the County;
- IX. Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government, on the remuneration, pensions and gratuities of the County Public Service employees;

- X. Ensure the preparation of regular reports on the executions of the functions of the Board as per Section 59 (d & f) of the County Government Act, 2012 and submit the same to the County Assembly;
- XI. Evaluate and report to the County Assembly on the extent to which the values and principles outlined in Article 10 and 232 are complied with in the County Public Service; and
- XII. Perform any other relevant duties as per the County Government Act.

Requirements and Competencies:

- I. Be a Kenyan citizen;
- II. Be in possession of a first degree from a University recognized in Kenya; a Master's degree will be an added advantage;
- III. Have a working experience of not less than ten (10) years in administration and Management;
- IV. Demonstrate experience in Human Resource Management and be a member of IHRM (K);
- V. Satisfy the requirement of Chapter Six of the Constitution on Leadership and Integrity;
- VI. Understand the diversity within Nakuru County;
- VII. Be a visionary strategic thinker;
- VIII. Capacity to work under pressure to meet strict deadlines; and
- IX. Be a team player.

MEMBER – COUNTY PUBLIC SERVICE BOARD – ONE (1) POSITION

Main duties and responsibilities:

- I. Advising on the appointment of persons to hold or act in the Public County Offices, including Boards of Urban areas within the County and to confirm their appointments.
- II. Assisting in preparation of regular reports for submission to the County Assembly on the execution of the functions of the Board.

- III. Promoting public service values and principles in the County Government as referred to in Articles 10 & 232 of the Constitution of Kenya 2010.
- IV. Ensuring delivery of quality services to the citizens.
- V. Ensuring a clear understanding of the legislative and policy framework governing the county public service.
- VI. Observe good corporate principles in the performance of their functions.
- VII. Performing duties as assigned by the Board.

Requirements and Competencies:

- I. Be a Kenyan citizen;
- II. Be a holder of at least a first degree from a recognized university in Kenya (Master's degree in Human Resource Management/ Business Administration/ Public Administration will be an added advantage);
- III. Have knowledge and working experience of not less than five (5) years in Human Resource Management and Administration;
- IV. Satisfy the requirements of Chapter Six (6) of the Constitution on Leadership and Integrity;
- V. Understand the diversity within the County;
- VI. Be a visionary and strategic thinker;
- VII. Must not be a state or public officer;
- VIII. Capacity to work under pressure to meet strict deadlines; and
- IX. Be committed to be part of a team that will enable the County Government achieve its vision.

Remuneration and benefits will be as provided by salaries and Remuneration Commission (SRC).

Terms of service: A single non-renewable term of six [6] year contract.

HOW TO APPLY:

A candidate should attach photocopies of the following documents to their application:

- I. National identity card;
- II. Academic, Professional certificates and testimonials;
- III. Clearance certificates from Higher Education Loans Board (HELB), Kenya Revenue Authority (KRA), Directorate of Criminal Investigation (DCI), Ethics and Anti-Corruption Commission (EACC), and Credit Reference Bureau (CRB);
- IV. Clearance from Commission for University Education (CUE) for certificates from non-Kenyan Universities; and
- V. Any other relevant supporting documents.

Applicants from other Counties are encouraged to apply.

Shortlisted candidates will be required to produce their original Identity cards, Academic and Professional certificates, Testimonials plus other relevant documents in support of their applications.

Applications should be sent via courier services or through the post office clearly indicating the position applied for on the envelope addressed to:

**The County Secretary,
County Government of Nakuru,
P. O. Box 2870 – 20100, Nakuru.**

Applications are to be received on or before close of business on **18th May, 2020. Those who applied earlier need not to apply.**

Any form of canvassing shall lead to automatic disqualification.

The County Government of Nakuru is an equal opportunity employer. Women, people from minority groups, and persons with disability are encouraged to apply.