

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF MAKUENI

OFFICE OF THE GOVERNOR

VACANCIES

COUNTY EXECUTIVE COMMITTEE MEMBERS (10 POSTS)

Pursuant to the Constitution of Kenya and Section 35 of the County Governments Act, 2012, the Governor, County Government of Makueni, invites applications from suitably qualified persons to fill vacancies for the position of County Executive Committee Members in the following departments:

1. Finance & Socio-Economic Planning
2. Devolution & Public Service
3. Water, Irrigation, Natural Resources, Environment & Climate Change Management
4. Agriculture, Livestock Development & Fisheries
5. Roads, Transport, Energy & Public Works
6. Education & Information Communication Technology (ICT)
7. Health Services
8. Lands, Physical Planning, Urban Development & Mining
9. Trade, Industry, Tourism & Co-operatives
10. Youth, Sports, Gender, Culture & Social Services

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a first degree from a University recognized in Kenya;
- iii. Possession of a Master's degree in the relevant field will be an added advantage;
- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;
- v. Have knowledge, experience and distinguished career of not less than ten (10) years in the field relevant to the portfolio of the department to which the person is seeking to be considered, three (3) of which should have been at a senior/managerial level in a large organization;
- vi. Understand the diversity, challenges and opportunities within the County;
- vii. Be conversant with the Constitution of Kenya and all the devolution laws;
- viii. Be a visionary and strategic thinker;
- ix. Have ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity;
- x. Be proactive and have capacity to work under pressure to meet strict deadlines;
- xi. Be committed to be part of a team that will enable the County Government achieve its vision, mission and goals;
- xii. Demonstrate thorough understanding of county development objectives and the County Vision 2025;

- xiii. Demonstrate understanding and commitment to the National Values and Principles of Governance and Values and Principles of Public Service;
- xiv. Have good interpersonal and communication skills;
- xv. Be computer literate.

Duties and Responsibilities

The Executive Committee Member shall be accountable to the Governor in the exercise of his/her responsibilities, and will specifically undertake the following:

- i. Oversee the administration and delivery of services in respective departments and decentralized units and agencies of the County Government;
- ii. Formulate county legislation;
- iii. Implement, within the county, national legislation to the extent that the legislation so requires;
- iv. Manage and co-ordinate the functions of the County Government in respective departments;
- v. Participate in the planning, formulation and adoption of the County Integrated Development Plan;
- vi. Effectively respond to issues raised by the County Assembly;
- vii. Carry out any function incidental to the assigned responsibilities; and
- viii. Undertake any other responsibilities as may be assigned by the Governor from time to time.

In addition to the above responsibilities, the County Executive Committee Member responsible for urban areas shall carry out responsibilities outlined in Section 37 of the County Government Act, 2012.

COUNTY SECRETARY (1 POST) - JOB GROUP 'T'

The County Secretary shall provide guidance and direction to the County Public Service and will be answerable to the Governor.

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor's degree and a Master's degree in either Strategic Management, Business Administration, Economics or equivalent qualifications from a university recognized in Kenya;
- iii. Have working experience of not less than 10 years at managerial/senior level in a large organization;
- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;
- v. Be conversant with Government policies and regulations, and devolution laws;
- vi. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- vii. Have capacity to work under pressure to meet strict timelines;

- viii. Demonstrate thorough understanding of county development objectives and Vision 2030;
- ix. Demonstrate understanding and commitment to the National Values and Principles of Governance and Values and Principles of Public Service;
- x. Have good interpersonal and communication skills; and
- xi. Be computer literate.

Duties and Responsibilities

- i. Head of the County Public Service;
- ii. Responsible for arranging the business and keeping 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 institutions;
- iv. Ensuring efficient management of the County Government resources; and
- v. Performing any other functions as directed by the County Executive Committee.

Terms of Service: Contract

Salaries and Remuneration: As prescribed by the Salaries and Remuneration Commission

Interested serving officers are eligible to apply.

NOTE: APPLICANTS ARE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING ORGANISATIONS TO DEMONSTRATE THAT THEY MEET THE REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA

- i. Kenya Revenue Authority;
- ii. Higher Education Loans Board;
- iii. Ethics and Anti-Corruption Commission;
- iv. Criminal Investigation Department; and
- v. Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

HOW TO APPLY

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to :-

**Office of the Governor
Makueni County
P O Box 78-90300
MAKUENI**

Hand delivered applications can be submitted at the Office of the Governor, located at the County Headquarters, 2nd Floor.

The position applied for should be indicated on top of the envelope.

Applications should be received on **or before 14th September 2017, by 4.30 p.m.**

***County Government of Makueni is an equal opportunity employer
Canvassing will lead to automatic disqualification***

NOTE: Only Shortlisted candidates will be contacted.