

COUNTY GOVERNMENT OF NANDI

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Nandi County Public Service Board
P.O Box 802 – 30300
Kapsabet

COUNTY PUBLIC SERVICE BOARD

Advert No. CGN/CPSB/01/2023

15th February, 2023

DECLARATION OF VACANCIES IN THE COUNTY PUBLIC SERVICE

The County Government of Nandi would like to invite applications from highly qualified, results oriented and motivated Kenyan citizens to fill the following positions:

County Chief Officers (4 POSTS)

Job Group: CPSB 02

Terms of Service: Contract

Remuneration: As prescribed by Salaries and Remuneration Commission (SRC)

The County Chief Officers shall be in-charge of the following:

1. Lands, Physical Planning and Housing (**Readvertisement**)
2. Administration and Public Service (**Readvertisement**)
3. Gender and Social Welfare; and
4. Youth affairs and the Arts

Duties and Responsibilities

- a. 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;
- b. Giving effect to lawful directives of County Executive Committee Members and keeping them informed of all important activities and events;
- c. Administration of the County department;
- d. Formulation and implementation of effective programs to attain vision 2030 and sector goals;
- e. Development and implementation of County's strategic and Integrated Development Plans and sector development plans;
- f. Implementation of policies, regulations and laws;
- g. Providing strategic policy direction for effective service delivery;
- h. Promotion of National Values and Principles as well as ensuring compliance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- i. Determining, managing and developing department's workforce including execution of performance contracts and appraisal of staff ;and
- j. Performing any other duties as may be assigned from time to time.

Requirements for Appointment

- a. Be a Kenyan citizen;
- b. Hold a Bachelor's degree from a university recognized in Kenya;
- c. Have relevant professional experience in leadership position or senior management level in the Public Service or Private Sector;
- d. Have a proven experience in managing resources in a high performing organization;
- e. Possess knowledge and skills in the following areas; Project Planning and Management, Public Financial Management, Human Resource Management, Conflict Resolution Management, Strategic Management and Leadership;
- f. Have excellent communication, organization and interpersonal skills;
- g. Demonstrate thorough understanding of county development objectives and Vision 2030;
- h. Be a strategic thinker and results oriented;
- i. Have capacity to work under pressure to meet strict timelines;
- j. Meet the requirements prescribed in Chapter six of the Constitution on Leadership and Integrity;
- k. Possession of a Master's degree in a relevant field will be an added advantage; and
- l. Membership to a professional body will be an added advantage.

HOW TO APPLY

All applications should include the current Curriculum Vitae (With day time telephone numbers), **Certified** copies of academic and professional certificates and ID/Passport.

Hand delivered applications should be submitted at Nandi County Public Service Board in a sealed envelope clearly marked on the left side, the position being applied for and addressed to:

**The Secretary/CEO
Nandi County Public Service Board,
P.O. Box 802-30300
KAPSABET.**

so as to reach the said office on or before 5:00pm - **Monday 6th March, 2023.**

Online applications should be made vide Nandi County Public Service Board email: cpsb@nandi.go.ke.

NOTE

In addition, applicants are advised to submit clearances from:

- a. Kenya Revenue Authority (KRA)-Tax Compliance Certificate ;
- b. The Ethics and Anti-Corruption Commission (EACC);
- c. Directorate of Criminal Investigations;
- d. Higher Education Loans Board (HELB); and
- e. Credit Reference Bureau (CRB)

IMPORTANT INFORMATION:

- Only shortlisted candidates will be contacted;
- Nandi County Public Service Board (NCPSB) DOES NOT use **Agents** nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address cpsb@nandi.go.ke and phone number **0781848494 ONLY.**
- Any form of canvassing or lobbying will lead to automatic disqualification; and
- County Government of Nandi is an equal opportunity employer. Women, youth and people living with disabilities are encouraged to apply.