

COUNTY GOVERNMENT OF NANDI

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OFFICE OF THE GOVERNOR

12th April, 2023

NANDI COUNTY PUBLIC SERVICE BOARD VACANCIES

Pursuant to section 57 and 58 of the County Governments Act, 2012. The Selection Panel for the appointment of Chairperson, Members and Secretary/CEO of Nandi County Public Services Board wishes to recruit competent and qualified persons to fill in the following positions in the County Public Service Board.

- a) Chairperson;
- b) Board Members; and
- c) Secretary/CEO.

OVERALL DUTIES AND RESPONSIBILITIES OF THE BOARD:

- a) Establish and abolish offices in the County Public Service;
- b) Appoint persons to or act in office of Public County offices including on the Boards of urban areas within the County and to confirm appointments;
- c) Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service;
- d) Prepare regular reports for submission to the County Assembly and the Governor on the execution of the functions of the Board;
- e) Promote in the County Public Service the values and principles referred to in article 10 and 232 of the Constitution of Kenya;
- f) Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Article 10 and 232 of the Constitution of Kenya are complied with in the County Public Service;
- g) Facilitate the development of coherent, integrated Human Resource Planning and Budgeting for personnel emolument in the County;
- h) Advise the County Government on Human Resource Planning Management and Development;
- i) Advise the County Government on implementation and monitoring of the National Performance Management system in the County;
- j) Advise the County Government on all policies, procedures and reports on Public Service;
- k) Support the development and operationalization of County Public Service Code of Conduct; and
- l) Make recommendations to the Salaries and Remunerations Commission (SRC) on behalf of the County Government, on the remuneration, pensions and gratuities for County Public Service employees.

1. CHAIRPERSON OF THE BOARD – ONE POST

Terms of Service: Six (6) years non-renewable contract which may be on full time or part-time basis.

Additional Duties and Responsibilities

The Chairperson will be in-charge of Nandi County Public Service Board and shall: -

- a) Chair the Board meetings;
- b) Provide strategic leadership and policy direction to the Board; and
- c) Maintain effective collaboration and partnership with other organs of national and county governments.

QUALIFICATION AND KEY COMPETENCIES

For appointment to this position, the candidate must

- a) Be a Kenya citizen;
- b) Not be a state or public officer;
- c) Be in possession of a first degree from a University recognized in Kenya. A master's degree will be an added advantage;
- d) Have knowledge and working experience of not less than ten (10) years;
- e) Satisfy the requirements of Chapter six of the Constitution on leadership and Integrity;
- f) Have demonstrated professional competence and managerial capabilities;
- g) Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- h) Demonstrate an appreciation of the diversity within the County;
- i) Be able to work under pressure and meet strict deadlines;
- j) Be visionary and strategic in approach;
- k) Have experience in organizational and/or human resource development. Senior public or private sector leadership will be an added advantage;
- l) Be a team player with an ability to network; and
- m) Demonstrate flexibility and adaptability.

2. MEMBERS OF BOARD

Terms of Service: Six (6) years non-renewable contract which may be on full time or part-time basis.

QUALIFICATION AND KEY COMPETENCIES

For the appointment to this position, the candidate must: -

- a) Be a Kenya Citizen;
- b) Not be a state or public officer;
- c) Be in possession of a first degree from a University recognized in Kenya;
- d) Have knowledge and working experience of not less than five (5) years;
- e) Satisfy the requirements of Chapter six of the Constitution of Kenya 2010 on Leadership and Integrity;
- f) Have demonstrated professional competence and managerial capabilities;
- g) Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- h) Demonstrate an appreciation of the diversity within the County;
- i) Be able to work under pressure and meet strict deadlines;
- j) Be visionary and strategic in approach; and

- k) Have experience in organizational and/or human resource recruitment and development in technical and functional areas within the County Public Service. Experience in medical/ healthcare, law, education, agriculture, engineering, economics, finance and accounting will be an added advantage.

3. SECRETARY/CEO COUNTY PUBLIC SERVICE BOARD

Terms of Service: Six (6) years non-renewable contract which may be on full time or part-time basis.

DUTIES AND RESPONSIBILITIES:

- a. Preparing and circulating minutes and agenda of board meetings;
- b. Developing annual work plans for the board with the guidance of the chairperson;
- c. Conveying decisions of the board;
- d. Providing guidance and advice to the secretariat on matters of ethics and governance; and
- e. Performing any other duty as assigned by the Chairperson of the board.

QUALIFICATION AND KEY COMPETENCIES

For the appointment to this position, the candidate must: -

- a. Be a citizen of Kenya;
- b. Hold a Masters' degree from a university recognized in Kenya;
- c. Be a Certified Public Secretary of Kenya (CPSK) and in good professional standing;
- d. Have at least 10 years' working experience, five of which should be in senior management of a large organization;
- e. Have experience in matters relating to leadership, management or any other relevant discipline;
- f. Demonstrate professionalism and absence of breach of the relevant professional code of conduct; and
- g. Meet the requirements of Chapter Six of the Constitution.

N/B:

Applicants must meet values and principles set out in Article 10 and 232 of the Constitution of Kenya 2010 and must attach clearance from:-

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

NOTE

- a. Only shortlisted candidates shall be contacted; and
- b. Remuneration and benefits for the above posts are as may be determined from time to time by the Salaries and Remunerations Commission (SRC).

HOW TO APPLY

- a. Each application letter should be accompanied with detailed curriculum vitae, copies of relevant academic and professional certificates and testimonials, copy of

national identity card or passport, current telephone number(s) and other relevant supporting documents.

- b. All applications should be clearly marked “Application for the position of Chairman County Public Service Board” or “Application for the position of Member of County Public Service Board” or “Application for the position of Secretary/CEO County Public Service Board” (as the case may be) on the envelope and submitted in any one of the following ways–

APPLICATION GUIDELINES

1. Each application should include a detailed current Curriculum Vitae, certified copies of relevant academic and professional certificates and testimonials, copies of National Identity card or valid Passport, current telephone number(s) and other relevant supporting documents;
2. Interested candidates are required to submit clearance documentation from:
 - a) Directorate of Criminal Investigations - (Certificate of Good Conduct)
 - b) The Kenya Revenue Authority - (Tax Compliance Certificate)
 - c) The Ethics and Anti-Corruption Commission – (Self-Declaration Form)
 - d) The Higher Education Loans Board - (Clearance Certificate)
 - e) Credit Reference Bureau - (Credit Report and Certificate of Clearance)
3. Applications should be clearly marked “Application for the position of Chairperson, Member or Secretary/CEO” Applications should reach the Chairperson – Selection Panel by 5:00 p.m., East African Time, on **April 27th 2023**.
4. Applications may be delivered in any one of the following ways:
 - a) The Post Office through ordinary or registered mail, addressed to:

The Chairperson;

Selection Panel of Chairperson, Members and Secretary/CEO;
Office of the Governor;
County Government of Nandi;
P .0 Box 802 – 30300.

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- b) Hand delivered applications should be delivered to:-

Office of the County Secretary –
County Government of Nandi, 1st floor Office of the Governor Nandi County.
- c) Online by email: selectionpanel@nandi.go.ke . Scanned and certified copies of all requisite documents must accompany online applications, scanned or zipped in one folder

County Government of Nandi County is an equal opportunity employer and encourages women and persons with disabilities to apply.