

# REPUBLIC OF KENYA



## KISII COUNTY GOVERNMENT OFFICE OF THE GOVERNOR

### VACANCY

Pursuant to the provisions of Section 44 of the County Governments Act, Revised Edition [2020] 2012, 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 position: "

<b>Vacancy No:</b>	<b>KSI/OGVN/2024/1</b>
<b>Position:</b>	<b>County Secretary</b>
<b>Job Group:</b>	<b>"T"</b>
<b>Terms of Service:</b>	<b>Contract</b>
<b>Remuneration:</b>	<b>As recommended by the Salaries and Remuneration Commission</b>

#### DUTIES AND RESPONSIBILITIES

The County Secretary shall:

1. Be secretary to the County Executive Committee
2. Be the Head of County Public Service.
3. Be responsible for arranging the business, and keeping the minutes of the County Executive Committee subject to the directions of the County Executive Committee.
4. Convey the decisions of the County Executive Committee to the appropriate persons or authorities.
5. Perform any other functions as directed by the County Executive Committee.

#### REQUIREMENTS FOR APPOINTMENT

1. Be a Kenyan Citizen.
2. Hold a degree from a university recognized in Kenya.
3. Have at least ten (10) years of relevant professional experience
4. Have at least five (5) years of experience in a leadership position at the senior management level in a public service or private sector organization
5. Must meet the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

#### CORE COMPETENCIES

The following core competencies and skills will be an added advantage;

1. Qualification as a certified secretary
2. Knowledge and experience in policymaking
3. Ability to transform political vision/manifesto into implementable Government Policies
4. Capability to head teams towards institutional systems and structure development
5. Proven track record in Human Resource Management
6. Strong leadership skills
7. Public communication and citizen engagement

#### NOTE:

Successful candidate (s) will be required to submit the documents listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010:

1. Certificate of good conduct from the Directorate of Criminal Investigation
2. Clearance Certificate from the Higher Education Loans Board
3. Tax Compliance Certificate from the Kenya Revenue Authority
4. Clearance from Ethics & Anti-Corruption Commission
5. A report from an approved Credit Reference Bureau

#### HOW TO APPLY

- (a) All applications should be accompanied by a copy of National ID Card or Passport, a detailed CV, copies of all relevant certificates (including Transcripts), testimonials and other relevant supporting documents.
- (b) The position applied for should clearly be indicated on top of the envelope, and submitted through:-
  - i. Hand-delivered to the Office of the Governor at the Gusii Stadium. Or
  - ii. Emailed in PDF format to: [kisipanel.countysec@gmail.com](mailto:kisipanel.countysec@gmail.com). Or
  - iii. Posted to the address below.

The Chairperson,  
County Secretary Selection Panel,  
Kisii County Government,  
P.O. Box 4550 -40200, KISII.

iv. The deadline for receipt of all applications is on or before 3<sup>rd</sup> August 2024 at 5.00 p.m.  
For More information visit: <https://www.kisii.go.ke/index.php/jobs>

KISII COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER