



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KIAMBU
OFFICE OF THE GOVERNOR

ADVERTISEMENT OF VACANCY

SECRETARY/ CEO - COUNTY PUBLIC SERVICE BOARD (1 POST)

Pursuant to the provisions of the *County Government Act, No 17 of 2012* and as captured under Section 58(c) and 58A of the *County Government (Amendment) Act 2020*, the Selection Panel for Recruitment of Board Secretary – County Public Service Board wishes to declare a vacancy in the position of **Secretary/CEO – County Public Service Board** and to consider applications from suitably qualified, result oriented and motivated Kenyan Citizens for the appointment to the position.

Duties and Responsibilities

1. Implement the Board's Decisions and Resolutions;
2. Preparing and circulating Minutes and Agenda of Board Meetings;
3. Oversee the day-to-day business of the Board's Secretariat;
4. Implement Board's development strategy, business plans, approved annual operating budgets, and established internal monitoring and control systems and procedures
5. Developing annual work plans for the Board with the guidance of the Chairperson;
6. Conveying decisions of the Board Providing guidance and advice to the Secretariat on matters of ethics and Governance;
7. Preparing regular reports for submission to the County Assembly on the execution of the functions of the Board;
8. Promoting Public Service values and principles in the County Government;
9. Evaluating and reporting to the County Assembly on the extent to which the values and Principles referred to in Articles 10 & 232 are complied with in the County Public Service;
10. Pursuant to Section 149 (1) of the PFM Act 2012, be the Accounting Officer of the Board and ensure that resources of the Board are used in a way that is; lawful, authorized, effective, efficient, economical and transparent;
11. Performing any other duty as assigned by the Board.

Requirements for Appointment.

- a) Be a Kenyan citizen;
- b) Be a holder of a first degree in a relevant field from a university recognized in Kenya;
A Master's degree or higher qualification in any of the following field, Business Administration, Human Resource Management or Social Sciences from a University recognized in Kenya will be an added advantage.
- c) Must be a Certified Public Secretary and a member of Institute of Certified Secretaries in good professional standing.
- d) Have knowledge, experience and a distinguished career of not less than five (5) years, in administration and management;
- e) Be conversant with the Constitution of Kenya, and Devolution Laws;
- f) Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- g) Have capacity to work under pressure to meet deadlines;
- h) Demonstrate understanding and commitment to the National Values and Principles of Governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010;
- i) Be a strategic thinker and result oriented;
- j) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity

Terms of Service: Contract

Salary: As prescribed by the Salaries and Remuneration Commission (SRC).

How to Apply

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees, academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Applications should be addressed to:

Chairperson
Selection Panel for Recruitment of Board Secretary, Kiambu
P O Box 2344 – 00900
KIAMBU

NOTE:

1. ALL applications should be hand delivered in a sealed envelope and dropped in the specific box provided at **Governors Offices; County Headquarters-Kiambu Town (between 8.00 a.m. and 5.00 p.m. on weekdays)**.
2. Applications should reach the Selection Panel on or before **Friday 4th July, 2025 by 1700hrs.**
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit clearance from the following institutions:
 - **Kenya Revenue Authority(KRA)**
 - **Ethics and Anti-Corruption Commission(EACC)**
 - **Directorate of Criminal Investigations (DCI)**
 - **Higher Education Loans Board (HELBS)**
 - **Credit Reference Bureau (CRB)**
4. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.

The County Government of Kiambu is committed to **Zero tolerance to Corruption**. We **CAUTION** applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Selection Panel shall bear no responsibility for any personal loss arising from such unlawful dealings. **Report any of such cases to the Police.**

Chairperson
Selection Panel for Recruitment of Board Secretary, Kiambu
County Government of Kiambu
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