

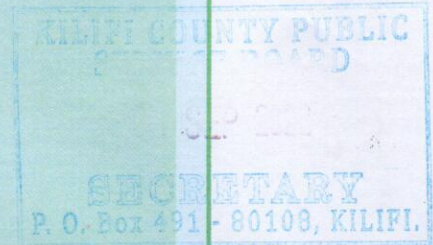


COUNTY GOVERNMENT OF KILIFI COUNTY PUBLIC SERVICE BOARD

VACANCY ANNOUNCEMENT

Pursuant to the provisions of Section 45 of the County Governments Act No.17 of 2012, the Kilifi County Public Service Board hereby invites applications from qualified, results-oriented and self-motivated persons to fill the position of Chief Officer in the following departments:

1. Finance & Economic Planning
Ref: CG/KLF/CPSB/ADVERT/2/9/1/2022
2. Lands, Energy, Housing, Physical Planning and Urban Development.
Ref: CG/KLF/CPSB/ADVERT/2/9/2/2022
3. Trade, Tourism and Co-operative Development
Ref: CG/KLF/CPSB/ADVERT/2/9/3/2022
4. Water, Environment and Natural Resources
Ref: CG/KLF/CPSB/ADVERT/2/9/4/2022
5. Health Services
Ref: CG/KLF/CPSB/ADVERT/2/9/5/2022
6. Roads, Transport & Public Works
Ref: CG/KLF/CPSB/ADVERT/2/9/6/2022
7. Agriculture, Livestock and Fisheries
Ref: CG/KLF/CPSB/ADVERT/2/9/7/2022
8. Education and ICT
Ref: CG/KLF/CPSB/ADVERT/2/9/8/2022
9. Culture, Gender, Youth, Sports and Social Services
Ref: CG/KLF/CPSB/ADVERT/2/9/9/2022
10. Devolution, Public Service and Disaster Management
Ref: CG/KLF/CPSB/ADVERT/2/9/10/2022



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16/9/22

The Chief Officer shall be the accounting and authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member.

DUTIES AND RESPONSIBILITIES

The Chief Officer shall be responsible for:

- General administration and co-ordination of the functions of the respective department
- Providing strategic policy direction for effective and efficient service delivery in the department
- Development and implementation of strategic departmental development plans
- Management of departmental performance
- Formulation and effective implementation of departmental programs aligned to the County Integrated Development Plan (CIDP) and Vision 2030
- Implementation of laws, policies and regulations, formulated by the County and the National government
- Promoting national values and principles of governance & values and principles of public service outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- Performing any other duties as may be assigned from time to time

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, one must:

- Be a Kenyan citizen
- Have a Bachelor's degree from a University recognized in Kenya
- Be computer literate
- Demonstrate a thorough understanding of socio-economic development objectives and the Kilifi County Integrated Development Plan and Vision 2030
- Have knowledge, experience and distinguished career of not less than 5 years at a senior management level
- Be a strategic thinker and be results-oriented
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet strict timelines
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- Have the ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Be a member, in good standing, of a professional body (where applicable) relevant to the position applied for
- Satisfy the requirements of Chapter Six of the Constitution

Possession of a Master's degree will be an added advantage

Terms of service: Contract

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

How to apply:

All applicants **MUST** use the application for employment form [KCPSB 001] which can be obtained from the Kilifi County Public Service Board Offices or downloaded from the County Government of Kilifi website: www.kilifi.go.ke
A filled KCPSB 001 form attached with a detailed curriculum vitae, copies of academic and professional certificates and a copy of National Identity Card, in a sealed envelop clearly indicating the reference number of the position applied for on the top right hand corner, should be posted to:

The Board Secretary/CEO
Kilifi County Public Service Board
P.O Box 491-80108 Kilifi

or delivered by hand to the office of the Board Secretary/CEO - County Public Service Board at the Naivas Building, 2nd Floor, Kilifi Town.

All applications should be received not later than 6th of October 2022 at 5.00pm

Note: Shortlisted candidates will be required to produce valid clearance certificates from:

- Kenya Revenue Authority
- Higher Education Loan Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Kilifi County is an equal opportunity employer hence women, youth, and the differently abled are encouraged to apply. The Kilifi County Public Service Board DOES NOT charge fees at any stage of the recruitment process. Kindly note that canvassing will lead to automatic disqualification.

The Board Secretary/CEO
Kilifi County Public Service Board