

COUNTY GOVERNMENT OF KILIFI



OFFICE OF THE COUNTY SECRETARY

VACANCY ANNOUNCEMENT

The County Government of Kilifi in accordance with Article 235 of the Kenya Constitution and Section 56, 57 and 58 of the County Government Act of 2012, wishes to recruit competent and qualified person to fill in the following position in the County Public Service Board.

1. SECRETARY OF THE COUNTY PUBLIC SERVICE BOARD DUTIES AND RESPONSIBILITIES

- i. Preparing and circulating minutes and agenda of board meetings
- ii. Developing annual work plans for the board with the guidance of the chairperson.
- iii. Conveying decisions of the board
- iv. Providing guidance and advice to the secretariat on matters of ethics and governance.
- v. Performing any other duty as assigned by the Chairperson of the board.

Academic Qualifications and Attributes

- i. Must be a Certified Secretary in good standing
- ii. Working experience of at least ten(10) years in administration and management
- iii. Demonstrated professional competence and managerial capabilities; and clear understanding of national goals, values and principles of governance.
- iv. Satisfies the provisions of chapter six of the Constitution.
- v. Should not be a state or public officer.

Terms of service: Six (6) year non-renewable contract

Salary scale: 165,089×7,353 p.a. – 172,442×7,353 p.a. – 179,795×7,353 p.a. – 187,184×7,353p.a.–194,501×7,353p.a.– 201,854

Other allowances: Payable as per the Salaries and Remuneration Commission circulars

All applicants should attach and submit their applications with an updated CV indicating the names and contacts of three (3) referees, a copy of their national identity card, copies of academic and professional certificates, relevant testimonials and the application for employment form (KCPSB 001) which can be downloaded from our website.

Successful candidate shall be required to meet the requirements of chapter six of the Constitution of Kenya, 2010, as hereunder:

- i. Tax compliance certificate from Kenya Revenue Authority
- ii. Clearance certificate from the Higher Education Loans Board
- iii. Clearance certificate from the Ethics and Anti-Corruption Commission
- iv. Certificate of Good Conduct
- v. Clearance from the Credit Reference Bureau

Applicants are advised to clearly specify the position applied for on the top left side of the envelope and should reach the below address or emailed to countysecretary@kilifi.go.ke on or before **5th October, 2022.**

**THE COUNTY SECRETARY,
KILIFI COUNTY GOVERNMENT,
P.O BOX 519-80108,
KILIFI.**

Note:

- Only shortlisted candidates will be contacted
- Canvassing will lead to automatic disqualification