



REPUBLIC OF KENYA

# COUNTY GOVERNMENT OF KISUMU

## OFFICE OF THE GOVERNOR



KISUMU COUNTY

### VACANT POSITIONS

The Selection Panel, invites applications from suitable and qualified Kenyan Citizens to fill a vacancy pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 58 of the County Government Act, 2012

#### A) PUBLIC SERVICE BOARD CHAIRPERSON (1 POSITION)

##### DUTIES AND RESPONSIBILITIES

- Chair meetings of the Board
- Oversee the Board's role in the appointment of persons to the County Public Service including the Boards of cities and urban areas.
- Guide the Board in exercising disciplinary control over and removal of persons holding or acting in those offices as provided for under this part
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board
- Promote the County Public Service values and principles referred to in Articles 10 and 232 of the Constitution of Kenya, 2010
- Advise the County Government on human resource management and development
- Advise the County Government on implementation and monitoring of the national performance management system in the County.
- Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government on the remuneration, pension and gratuities for county public service employees.

##### REQUIREMENTS AND COMPETENCIES

- Be a holder of a degree from a University recognized in Kenya [A Master's degree or higher qualification will be an added advantage]
- Have knowledge and work experience of not less than ten (10) years in administration and management
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- Not hold Public or State Office
- Must satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010 on Leadership and Integrity
- Has not, at any time within the preceding five years, held office, or stood for election as—
  - A member of Parliament or of a county assembly; or
  - A member of the governing body of a political party;
- Has not at any time been –
  - a candidate for election as a member of Parliament or of a county assembly;
  - the holder of an office in any political organization that sponsors or otherwise supports, or has at any time sponsored or otherwise supported, a candidate for election as a member of Parliament or of a county assembly
- Understands and is willing to promote the diversity within the County
- Be capable of working under pressure to meet strict deadlines.
- Be a visionary and strategic thinker
- Have thorough knowledge of the structural, legislative and regulatory framework of the public service
- Meet other requirements as per Section 58 of the County Government Act and other relevant law

##### TERMS OF SERVICE

- Contract: Six (6) years non-renewable.

#### B) SECRETARY TO THE BOARD (1 POSITION)

- Is a certified public secretary of good professional standing
- Holds a degree from a recognized university
- Has at least five years' relevant work experience
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- Meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution of Kenya
- Not hold Public or State Office
- Has not, at any time within the preceding five years, held office, or stood for election as—
  - A member of Parliament or of a county assembly; or
  - A member of the governing body of a political party;
- Has not at any time been –
  - a candidate for election as a member of Parliament or of a county assembly;
  - the holder of an office in any political organization that sponsors or otherwise supports, or has at any time sponsored or otherwise supported, a candidate for election as a member of Parliament or of a county assembly
- Be capable of working under pressure to meet strict deadlines.
- Have a thorough knowledge of the structural, legislative, and regulatory framework of the public service.

##### TERMS OF SERVICE

- Contract: Six (6) years non-renewable.

#### C) PUBLIC SERVICE BOARD MEMBER (5 POSITIONS)

- Be in possession of a first degree from a University recognized in Kenya [A Master's Degree will be an added advantage]
- Have work experience of not less than five years in the relevant field
- Demonstrate experience in human resource management and administration
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- Not hold Public or State Office
- Has not, at any time within the preceding five years, held office, or stood for election as—
  - a member of Parliament or of a county assembly; or
  - a member of the governing body of a political party;
- Has not at any time been –
  - a candidate for election as a member of Parliament or of a county assembly;
  - the holder of an office in any political organization that sponsors or otherwise supports, or has at any time sponsored or otherwise supported, a candidate for election as a member of Parliament or of a county assembly
- Understands the diversity within the County.
- Be capable of working under pressure to meet strict deadlines.
- Have a thorough knowledge of the structural, legislative, and regulatory framework of the public service
- Meet other requirements as per Section 58 of the County Government Act and other relevant laws

##### TERMS OF SERVICE

- Contract: Six (6) years non-renewable.
- May serve on a part-time basis

**Remuneration and benefits for all the positions advertised will be in line with guidelines issued from time to time by the Salaries and Remuneration Commission for the positions**

**NOTE:-** Canvassing in any form will lead to automatic disqualification.

- Women and People living with Disabilities are encouraged to apply, clearly indicating the type of disability.
- Only shortlisted candidates will be contacted.
- Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya. Shortlisted candidates will be required to provide copies of relevant documents from:
  - Kenya Revenue Authority
  - Ethics and Anti-Corruption Commission
  - Higher Education Loans Board
  - Directorate of Criminal Investigations (DCI).

##### HOW TO APPLY

Applicants should submit an application letter together with curriculum vitae, academic and professional certificates and testimonials, as well as a national identity card or passport and any other relevant documents. All applications should be made either electronically through [countysecretary@kisumu.go.ke](mailto:countysecretary@kisumu.go.ke) or physically delivered to the Office of the Governor, indicating the position applied for on top of the envelope and addressed to:

The Selection Panel  
Executive Office of the Governor  
County Government of Kisumu  
P.O. Box 2738-40100  
KISUMU

Kisumu County is an equal opportunity employer. Women, Youth, and People Living with Disability are encouraged to apply. Applications should be received on or before **Friday, 28th March, 2025 at 5:00 P.M.** Only shortlisted candidates will be contacted.