



# COUNTY GOVERNMENT OF NANDI

## VACANCIES

Pursuant to Constitution of Kenya 2010 and the provisions of The County Government Act, No.17 of 2012 Section 35, 36, 44 and 45, the County Government of Nandi wishes to consider applications from highly qualified, suitable, results-oriented and self-motivated Kenyan citizens for appointment to the following positions: These details are also available on the county website [www.nandi.go.ke](http://www.nandi.go.ke) for necessary inquiries email [cpsb@nandi.go.ke](mailto:cpsb@nandi.go.ke)

### A. OFFICE OF THE GOVERNOR

#### COUNTY EXECUTIVE COMMITTEE MEMBER - TEN (10) POSTS

The Ten (10) posts will be as follows: (Applicants should specify the portfolio for which they wish to be considered).

1. Finance and Economic Planning
2. Education
3. Agriculture and Cooperative Development
4. Transport & Infrastructure
5. Health & Sanitation
6. Lands, Environment & Natural Resources
7. Tourism, Culture and Social Welfare
8. Trade, Investment & Industrialization
9. Administration, Public Service & e-Government
10. Sports & Youth Affairs

#### Duties and Responsibilities:

- Implementation of county legislation.
- Implement within the county, national legislation to the extent that the legislation so requires.
- Manage and coordinate the functions of the county administration and its departments.
- Provide the county assembly with the full and regular reports on matters relating to the county.
- To supervise the administration and delivery of services in the respective departments of the county government and all decentralized units and agencies in the county.
- May advise the governor on matters within his/her area of jurisdiction.

#### Requirements for Appointment

For appointment to this position, the person should:

- Be a Kenyan citizen.
- Be a visionary and strategic thinker.
- Be committed to be part of a team that will enable the County Government achieve her vision.
- Be conversant with the Constitution of Kenya and all the devolution laws.
- Be in possession of a first degree from a University recognized in Kenya. Masters degree in a relevant field will be an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the constitution of Kenya.
- Have capacity to work under pressure to meet strict deadlines.
- Have knowledge, experience and distinguished career of not less than five years in the field relevant to the portfolio of the department to which the person is seeking to be considered.
- Have the ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity.
- Satisfy the requirements of Chapter Six of the Constitution.
- Should not hold any other State or Public Office.
- Understand the diversity, challenges and opportunities

within the County.

**Terms of Service: Contract**  
**Salary: As prescribed by SRC**

**Note:** Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of The Constitution of Kenya:

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

Copies of these clearances above **MUST** be availed **during the interviews.**

#### How to Apply

Applicants should submit their applications together with copies of their detailed curriculum vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and clearance certificates indicating the position applied for on top of the envelope and addressed to:

Hand delivered applications can be submitted at the Office of The County Secretary located at the County Headquarters, 1st Floor .

**Applications should be received on or before Monday 4<sup>th</sup> September 2017.**

### B. PUBLIC SERVICE BOARD

#### CHIEF OFFICER – EIGHTEEN (18) POSTS

The Chief Officer shall be the authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member. The eighteen (18) posts will be as follows: (Applicants should specify the portfolio for which they wish to be considered).

1. Finance
2. Economic Planning
3. Basic Education and Vocational Training
4. Agriculture
5. Cooperative Development
6. Transport and Infrastructure
7. Preventive and promotive health services
8. Medical Services
9. Lands Environment and Natural Resources
10. Tourism and Culture
11. Social Welfare
12. Trade and Investment
13. Industrialization & Enterprise Development
14. Administration and Decentralized Units
15. Public Service
16. ICT and e-Government
17. Sports
18. Youth Affairs and Arts

#### Duties and Responsibilities

- The administration of a County department
- Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations

- Providing strategic policy direction for effective service delivery
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Performing any other duties as may be assigned from time to time.

#### Requirements for Appointment

- Be a Kenya citizen.
- Have a Bachelor's degree from a university recognized in Kenya; possession of a Master's degree in a relevant field will be an added advantage.
- Being a member of a professional body relevant to the position applied will be added an advantage
- Have knowledge and experience in the relevant field.
- Be conversant with the Constitution of Kenya and all the devolution laws
- Demonstrate thorough understanding of county development objectives and vision 2030
- Be a strategic thinker and results oriented
- Have excellent communication organizational and interpersonal skills
- Have capacity to work under pressure to meet timelines
- Have ability to work in a multi-ethnic environment with Sensitivity and respect for diversity
- Satisfies the requirement of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Be computer literate.

#### Terms of Service: Contract

**Salary: As prescribed by SRC**

**Note:** Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of The Constitution of Kenya:

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

Copies of these clearances **MUST** be attached to the applications.

#### How to Apply

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and clearance certificates indicating the position applied for on top of the envelope and addressed to:

**Secretary, County Public Service Board, Nandi County**  
**P.O. Box 802-30300,**  
**Kapsabet**

Online application can also be emailed to [cpsb@nandi.go.ke](mailto:cpsb@nandi.go.ke) and hand delivery applications can be submitted at the County Public Service Board Offices located at the former Municipal offices.

**Applications should be received on or before Monday 11<sup>th</sup> September 2017.**