



6TH JUNE 2016

COUNTY GOVERNMENT OF ELGEYO MARAKWET OFFICE OF THE GOVERNOR

The County Government of Elgeyo Marakwet wishes to inform members of the public and applicants for the position of.

1. COUNTY ATTORNEY- 1POST JG 'R' (Contract)

Duties and responsibilities

- Shall be responsible for the drafting and publication of legislative proposals for the County Government and its agencies on legislative and other legal matters.
- Shall be responsible for negotiating, drafting, vetting and interpreting local and international treaties for and of behalf of the County Government and its agencies.
- Shall represent the County Government in court in all legal proceedings arising from County legislation or any other legislation to which the County Government is a party or has interest, other than criminal proceedings.
- Shall handle public interest litigation and represent any member of the public in matters that the Governor or the County Attorney deems to be public interest.
- Shall in conjunction with the Director of Public Prosecutions, prosecute offences resulting from the County legislations in any court (other than court martials).
- Shall be responsible for advising the County Government on all matters relating to the Constitution, National legislation county legislations, international law, human rights, consumer protection and legal aid.
- Shall be the link between the County Government, other County governments and the National Government on legal matters and shall do so in liaison with office of the Council of Governors and the Attorney General of the Republic of Kenya.
- Shall in conjunction with Commission of Administrative Justice be the Ombudsman and shall in that regard receive public complaints and may appoint such other person to represent him or to receive public complain on his behalf.
- Shall undertake legal audits to ensure that all County and National legislations that are applicable in the County are complied with or enforced.
- Shall be the County government printer and shall be responsible for publication of County Gazette, Bills and Acts of County Assembly.
- Shall be the custodian of County Public Seal, contracts and other legal instruments of the County.
- Shall be responsible for integrity and ethics at the County and shall, in the performance of this duty, liaise with Ethics and Anti-corruption Commission.

- Shall perform any other functions conferred on the office by an Act of County Assembly, National Legislation or by the Governor or as may be necessary for the effective discharge and exercise of the powers of the County Attorney.

Requirements for Appointment

- Be a citizen of Kenya
- Holds a degree in Law from a university recognized in Kenya or its equivalent
- Be an advocate of the High Court of Kenya
- Has at least 7 (seven) years of relevant professional experience
- Meets the requirements of leadership and integrity set out in Chapter Six of the Constitution of Kenya.

2. COUNTY SECRETARY-1POST JG 'T' (Contract)

Duties and responsibilities

- Head of the County Public Service and is responsible for providing direction and guidance to public officers in the County.
- Is the Secretary to the County Executive Committee for coordinating County state functions.
- Ensures efficient management of resources
- Interpret, disseminate and oversee implementation of National and County Government policies and programmes.
- Communicate and follow up the decisions of the Executive Committee to the appropriate persons.
- Convey the decisions of the Executive Committee to the appropriate persons or authorities.
- Perform any other duties as directed by the Governor and County Executive Committee.

Requirements for Appointment

- Be a Kenyan Citizen
- Have a relevant masters degree or higher academic qualifications from a university recognized in Kenya.
- Have 10 years experience in senior administration and management functions
- Possess knowledge of organization and functions of Government
- Have a thorough knowledge of the structural, legislative and regulatory framework of the Public Service.
- Membership to a professional Association Body will be an added advantage
- Must satisfy the requirements of chapter 6 of the Constitution of Kenya.

3. CHAIRPERSON- COUNTY PUBLIC SERVICE BOARD- JG 'T' (Contract)

Duties and responsibilities.

- Provide overall leadership to the Board
- Chair meetings of the Board.
- Ensure the Board is functioning effectively.
- Establish the agenda for the Board Meeting in consultation with the Board Secretary.
- Ensure the Board's decisions are implemented.

- Is the spokes person for the Board.

Requirements for Appointment

- Bachelors' degree from a recognized university.
- Working experience of not less than 10 years
- Be Kenyan citizen
- Be a professional and demonstrates absence of breach of the relevant professional code of conduct.
- Satisfy the requirement of chapter six of the constitution.
- A Masters degree in the relevant field will be added advantage.
- Should not be a state or Public Officer.

Details of the job description, job requirements and application procedure can be obtained by logging onto www.elgeyomarakwetcpsb.org/ or www.elgeyomarakwet.go.ke/jobsandvacancies

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- i. All applications can only be submitted online on or before **Thursday 23rd June 2016**
- ii. Applicants should meet requirements of chapter six of the constitution of Kenya 2010. Shortlisted candidates will be required to present clearance certificates from EACC, KRA, and HELB and obtain a certificate of good conduct from the Directorate of Criminal Investigations.
- iii. Only shortlisted candidates will be contacted.
- iv. Note that it is a criminal offence to provide false information and submit fake/forged documents while applying for a job.
- v. Elgeyo Marakwet County is an equal opportunity employer.

**OFFICE OF THE GOVERNOR,
ELGEYO MARAKWET COUNTY,
PO BOX 220,
ITEN.**



ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

Elgeyo Marakwet County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

1. DEPARTMENT OF HEALTH SERVICES

I. DIRECTOR MEDICAL SERVICES- JG 'R' 1 POST

Duties and responsibilities.

- To oversee medical services delivery in the following areas:-
- Overall planning, direction and development of medical health services
- Formation of policy for medical service
- Management of resources for operation of medical services
- Supervise and develop junior officers
- Strategic and operation planning at the county
- Monitor and review of medical health services delivery in the county
- Provide leadership and stewardship for overall medical health management in the county
- Facilitate and implement national programmes at the county level
- Mobilize resources for the county medical health services
- Coordinate the referral functions across all levels of facilities in the county
- Ensure delivery of quality medical service and adherence to the national and county health plans, policies, guidelines and standards
- Ensure regular supportive supervision to medical service delivery points in the county
- Any other duties as may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen
- Have a bachelor's degree in medicine/surgery
- A masters of medicine/surgery in the relevant discipline will be an added advantage
- Must possess wide professional experience, competence and capacity required for direction, administration and management of medical services

- Demonstrate a good understanding of the county government mandate, medical policies, vision, mission as well as vision 2030
- Demonstrate understanding and commitment to the national values and principles of governance as articulated in article 10 of the constitution of Kenya 2010 and values/principles of public service as per article 232 of the constitution
- Be a member of a Medical and Dentist Board
- Must have undergone a health management course for not less than four weeks
- Have a capacity to undertake multitask within strict timelines

2. DEPARTMENT OF LANDS, WATER, ENVIRONMENT AND NATURAL RESOURCES

1. DIRECTOR WATER - JG 'R' 1 POST

Duties and responsibilities.

- Development and implementation of departmental strategies and work plans
- Coordination, monitoring, evaluation and implementation of County Water development projects.
- Ensure proper planning, design, construction and maintenance of water works.
- Coordinate capacity building for both staff and the community.
- Preparation of monthly, quarterly and annual programme performance report.
- Coordination between water department and water stakeholders and agencies.
- Supervision of staff in the department.
- Any other duty as may be assigned from time to time by the Chief Officer.

Requirements for Appointment

- Be a Kenyan citizen
- Degree in Water Engineering, Civil Engineering, Environmental engineering or its equivalent from a recognized university in Kenya.
- A masters degree in the relevant field will be an added advantage
- Have relevant knowledge and working experience of not less than eight years with at least three years in a similar position.
- Registered with Engineers Board of Kenya (EBK) or meets the requirements for registration.
- Demonstrate a thorough understanding of devolution.
- Be a strategic thinker and results oriented.
- Proven experience in Public Finance Management.
- Excellent communication and interpersonal skills.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

2. SUPERINTENDENT WATER ENGINEER JG 'K' 1POST

Duties and responsibilities.

- Spearhead Planning, technical design, preparation of bill of quantities and implementation of Water projects in the Sub-County.
- Supervise and ensure technical quality in construction/rehabilitation of all water structures.

- Support development of staff and community capacity building in water supply, operations, maintenance and management.
- Preparation and submission of reports as may be required from time to time by the Sub County Water Officer.

Requirements for Appointment

- Be a Kenyan citizen
- Bachelors degree in any of the following disciplines :-Civil Engineering, Agricultural Engineering, Water and Environmental Engineering, Environmental Engineering from a recognized institution, with at least (3)years experience in planning and designing of water supply. OR
- Diploma in Water Engineering or its equivalent from Kenya Water Institute or any other recognized institution with atleast six (6) years hand on experience in planning and designing of water supplies.
- Have demonstrated ability and competence to plan, organize,direct and coordinate planning and design activities at field level.
- Excellent communication and interpersonal skills.

3. DEPARTMENT OF ICT &PUBLIC SERVICE

1. DIRECTOR ALCOHOLIC DRINKS CONTROL - JG 'R'| 1 POST

Duties and responsibilities.

- Manage all the employees of the directorate to achieve effective regulation of production, manufacture, sale and consumption of alcoholic drinks in the county
- Develop policies and regulations to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.
- Coordinate issuance of licenses to business operators after compliance with the law.
- Supervise and control the administration of the alcoholic drinks control fund.
- Support and facilitate all the committees in carrying out their functions.
- Prepare and submit an alcoholic drinks status report bi-annually in the prescribed manner to the Executive Member which shall be transmitted to the County Executive Committee, county assembly and NACADA.
- Advice the Executive member on the exercise of his/her powers and performance of his/her functions under the Act.
- Any other duty as may be assigned by the Review Committee through the Chief officer.

Requirements for Appointment

- Must have a bachelors' degree or equivalent in Health related field, social science, Law or administration.
- Must be registered with a professional body and be in good standing.
- Must have senior management or strategic leadership training.
- Excellent written and oral communication skills.

- Must have excellent IT skills.
- Must be a change agent.
- Analytical and strategic.
- At least 10 years of experience at senior management in public or private sector, preferably in managing programs.

Details of the job description, job requirements and application procedure can be obtained by logging onto www.elgeyomarakwetcpsb.org/ or www.elgeyomarakwet.go.ke/jobsandvacancies

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**THE SECRETARY,
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PUBLIC SERVICE BOARD.**