



COUNTY GOVERNMENT OF ELGEYO MARAKWET

VACANCIES

COUNTY EXECUTIVE COMMITTEE MEMBERS (CECMs) 2022

POSITIONS, DUTIES, RESPONSIBILITIES AND REQUIRED QUALIFICATIONS

No.	CECM POSITION	DUTIES AND RESPONSIBILITIES	QUALIFICATIONS AND EXPERIENCE
1.	CECM Finance and Economic Planning	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Advises and guides on public financial accounting standards and management to ensure compliance with Constitution Of Kenya (COK) and attendant laws • Mobilizes resources to enhance the resource base for the County Government • Leads in preparation of relevant County economic planning documents in compliance with stipulated timelines • Facilitates alignment of all economic planning documents with respective national and international plans • Manages the preparation, approval, and implementation of budgets for all County government entities 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to procurement, financial management, audit, economic planning, and budgeting and related field • Must be holder of a first degree in commerce, business management, business administration, economics, statistics, mathematics, procurement, or any other

		<ul style="list-style-type: none"> • Manages County local revenue functions to enhance efficiency, effectiveness, and growth • Manages the supply chain functions to ensure fairness, transparency, and equity in the award of tenders and contracts • Facilitates the preparation and processing of County financial commitments to ensure efficiency and compliance of relevant financial provisions and practices • Manages preparation and submissions of required financial reports in accordance with relevant laws • Facilitates timely and effective periodic audit processes by the Office of the Auditor General • Facilitates the audit function to ensure County risks management practices are implemented and sustained • Manages the monitoring and evaluation function to ensure development and administrative responsibilities are in line with the desired goals • Facilitates dissemination of relevant revenue, financial, budgetary, and planning information to enable citizens oversight and feedback • Leads in the sustainability and/or adoption of automated processes for efficiency of the various mandates listed above • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in 	<p>related field</p> <ul style="list-style-type: none"> • Holders of Professional Qualifications and members of professional bodies have added advantage
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		<p>governance and leadership</p> <ul style="list-style-type: none"> Regularly convene his/her departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, County professionals' groups, development partners and the relevant national government agencies 	
2.	CECM Agriculture, Livestock, Fisheries, and Irrigation	<ul style="list-style-type: none"> Supervise the administration and delivery of services within the department and all its decentralized units and agencies Facilitates in the formulation of relevant agricultural policies and regulations Promotes sustainable land use and resource management for sustainability and food security Manages the provision of agricultural extension services in a vibrant and sustainable manner Facilitates agricultural research and promotion of relevant and appropriate technologies Facilitates the operations of agricultural state corporations in the County Leads in the development, implementation, and coordination of agricultural programs Regulates through quality controls farm inputs, produce and products from the agricultural investments Facilitates the management and control of pests and diseases in crops and livestock Promoting management and conservation of natural resource base for sustainable agriculture 	<ul style="list-style-type: none"> Must have served for not less than five years in fields related to crops, livestock, fisheries, research institutions, irrigation, and related areas Must be holder of a first degree in agricultural extension, agricultural economics, crop management, horticulture, agriculture, agricultural engineering, natural resource management, animal Production, veterinary sciences, fisheries and aquatic science and related fields Holders of Professional Qualifications and

		<ul style="list-style-type: none"> • Facilitates the collection and management of agricultural and livestock related data for informed development interventions in the sector • Facilitates the establishment and/or management of County abattoirs, veterinary services, and public health (meat inspection), animal control and welfare, leather development and livestock production services • Facilitates sustainable land management practices in agro-pastoral areas • Facilitates enhancement of crops and livestock productivity • Facilitates the adoption, and subsequent establishment of relevant and appropriate value addition technologies and plants • Regulates the establishment and management of private agricultural industries and technologies • Leads in the commercialization of smallholder dairy production • Leads in the promotion of fish farming and uptake of fish products by the County residents • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces his/her department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, 	<p>members of professional bodies have added advantage</p>
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		development partners and the relevant national government agencies	
3.	CECM Education and Technical Training	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Facilitates in the formulation and implementation of relevant and appropriate Early Childhood Development & Education (ECDE) and vocational training policies • Leading in the administration and management of ECDE and Technical Training programs • Manages the establishment and management of relevant infrastructure for ECDE and Vocational Training Centers (VTCs) • Leads in the Maintenance of quality standards in ECDE and VTCs • Facilitates the management of county bursaries, capitations, and other educational and technical skills empowerment programs • Leads in ECDE and technical training research and other emerging practices • Facilitates infrastructural and educational quality considerations for ECDE children and VTCs trainees with special needs • Facilitates the promotion of good health, nutrition, and care for ECDE • Facilitate continuous transfer of appropriate technology through collaborative approach between TVET institutions and the relevant industries • Lead in the provision of dynamic training program responsive to the manpower needs of a dynamic economy • Facilitate establishment and management of Home Craft Centers for transfer of skills, technology, new production practices and processes for value addition of local produce and creation of employment 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to education development, technical training, manpower development and related areas • Must be holder of a first degree in education, ECDE, technical training or other education and manpower development related fields • Holders of Professional Qualifications and members of professional bodies have added advantage

		<ul style="list-style-type: none"> • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, development partners and the relevant national government agencies 	
4.	CECM Health Services	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Facilitates efficient and effective provision of diagnostic, curative and rehabilitative services by all health facilities • Coordinates inspection, approval, and licensing of public premises • Leads in the provision of public health emergency prevention, mitigation, and recovery services • Facilitates the establishment and management of County health facilities at different levels • Manages and maintain County health facilities and related equipment • Facilitates the establishment and management of County health pharmacies for health commodities specifications, quantification, storage distribution, dispensing and rational use 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to public health, clinical medicine, pharmacy, dentistry, nutrition, nursing, and any other related field • Must be holder of a first degree in clinical medicine and surgery, public health, nursing, pharmacy, dentistry, or related qualifications in the field of health and public health

		<ul style="list-style-type: none"> • Manages Ambulance services including emergency response and patient referral system • Lead in the promotion of primary health care entailing health education, health promotion, community health services, reproductive health and child health and nutrition • Facilitates continuous disaster preparedness and disease outbreak readiness • Leads in the enforcement of waste management policies, standards, and regulations • Facilitate performance measurements institutionalization in county operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, development partners and the relevant national government agencies 	<ul style="list-style-type: none"> • Holders of Professional Qualifications and members of professional bodies have added advantage
5.	CECM Water, Environment and Climate Change	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Facilitate the implementation of County specific water conservation and forestry policies in liaison with Water Resource Users' Associations (WRUAs) • Facilitates the establishment, management and maintenance of community water supplies including intakes, storage, and pipelines 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to water management, environmental conservation, forests and natural resource management and any

		<ul style="list-style-type: none"> • Undertakes sustainable water pollution control measures • Provides rural and urban water and sanitation services • Facilitates the issuance of operation licenses for County forests and community lands • Facilitates formulates and implementation of relevant policies, by-laws and legislations relating to the management of water, environment, and natural resources • Leads in waste management provision including the acquisition and installation of waste management infrastructure in a sustainable manner • Facilitate solid waste disposal and enforcement of national waste management policies, standards, and laws • Facilitates the licensing of waste transportation mechanism • Facilitate zoning of waste operational areas, • Leads in environmental impact assessments for all development programs • Lead in the implementation of specific national government policies on natural resources and environmental conservation, including soil and water conservation and forestry • Coordinates County forestry management and farm forestry extension • Facilitates environmental protection, conservation, and nuisance control • Leads climate change management strategies and interventions • Facilitates in the mainstreaming of environment, climates changes and Disaster Risks Reduction measures in all County development plans 	<p>other related field</p> <ul style="list-style-type: none"> • Must be holder of a first degree in water engineering, civil engineering, water resource management, natural resource management or any other related field • Holders of Professional Qualifications and members of professional bodies have added advantage
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		<ul style="list-style-type: none"> • Oversees the operations of all licensed water provision companies and community water supplies within the County • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, development partners and the relevant national government agencies 	
6.	CECM Lands, Physical Planning, Housing, and Urban Development	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Facilitate in the preparation, implementation, monitoring and evaluation of County spatial plans • Facilitate in the preparation, implementation, monitoring and evaluation of all local physical development plans • Undertakes development control for compliance of all approved development plans • Facilitate County mapping, survey and cartography responsibilities for appropriate ownership and defined boundaries • Leads in the arbitration of boundary disputes 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to survey, physical planning, lands economics, urban planning, management, and any other related field • Must be holder of a first degree in water engineering, civil engineering, survey, physical planning, land economics, urban

		<ul style="list-style-type: none"> • Facilitates the formulation and implementation of relevant policies, by-laws and legislations relating to the management of natural resources • Facilitate timely land adjudications efficiently and effectively • Leads the classification of urban areas, towns, and municipalities • Facilitate the preparation of urban development plans • Lead in the coordination, advocacy, and financing of affordable housing programs • Leads in advocating and implementing of slum upgrading programs • Facilitates the establishment and sustainability of streetlighting in urban areas • Facilitates establishment, implementation and operations of public grounds, squares, recreation parks and arboretums • Manages beautifications in urban areas including walkways and water fountains in urban areas • Facilitates construction and maintenance of public parking areas in urban areas • Oversees the operations and sustainability of Iten Municipality • Leads in the prevention, mitigation and recovery of fires and various types of disasters in the County by managing firefighting services and emergency response systems • Facilitates the installation and management of streetlights in urban areas • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and 	<p>planning, natural resource management or any other related field</p> <ul style="list-style-type: none"> • Holders of Professional Qualifications and members of professional bodies have added advantage
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		<p>regularly reports on achievements</p> <ul style="list-style-type: none"> • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, development partners and the relevant national government agencies 	
7.	CEC Roads, Public Works, and Transport	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Leads in the opening, construction, and maintenance of County roads infrastructure • Manages construction of development of public infrastructure facilities • Leads in the development and maintenance of public buildings and other public works in the County • Facilitates acquisition, management and disposal of County heavy plants and equipment for public works developments • Leads in the assessment, determination, and guidance on the materials to be used for public works developments • Facilitates the formulation of policies, research, and regulations relating to buildings and public works standards • Leads in the enforcement of standards and building codes as per the existing relevant laws and regulations • Manages storm water systems in the County • Leads in the regulation of public transport roads • Facilitates in the design, development and maintenance of government, public and institutional buildings 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to any engineering field, quantity surveying and any other related field • Must be holder of a first degree in mechanical or civil or electrical engineering, and quantity survey or any other related field • Holders of Professional Qualifications and members of professional bodies have added advantage

		<ul style="list-style-type: none"> • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, development partners and the relevant national government agencies 	
8.	CECM Cooperatives, Trade, Industrialization, Tourism, and Wildlife	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Facilitates income generation and wealth creation programs in the County • Facilitates growth and empowerment of cooperative societies for income generation • Leads in enhancing Cooperatives storage facilities and market linkages • Facilitate improvement of cooperatives financial services, good governance compliances and automation of operations, share capital and markets • Lead in advocating for cooperatives to embrace modern value addition practices and product diversifications • Facilitate establishment of cooperative revolving funds for respective sectors • Facilitate mobilization, registration, and empowerment of SACCOs for emerging informal business groups 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to cooperatives management, entrepreneurship, trade promotion, investments, industrialization, tourism, hospitality management and wildlife management and any other related field • Must be holder of a first degree in tourism and hospitality management, entrepreneurship, wildlife management, economics, commerce, business

		<ul style="list-style-type: none"> • Facilitate establishment of cottages value addition industries and commission cooperatives to operationalize them • Lead in the establishment and building of post-harvest storage and preservation infrastructure for cooperatives members usage • Facilitate promotion of vibrant trade by developing markets and wholesale hubs including tier of retail markets in the distribution value chain in the County • Lead in development of investment opportunities by undertaking market intelligence, participation in trade forums/conferences and other channels • Lead in the establishment and empowerment of micro, small, and medium enterprises (MSMEs) in a collaborative framework with all relevant stakeholders • Coordinate implementation of sustainable tourism policies, strategies, programs, and projects • Manages the marketing of County agricultural produce, trade products and tourism services • Facilitate tourism research and maintenance of repository of all data and information on tourism • Manages the promotion of export businesses and domesticating of inter – county, bilateral, regional, and international trade • Coordinate promotion of industrial development • Facilitate establishment of necessary County investment enterprises • Controls and enforces weights & measures standards and betting for fair trade competition and consumer protection • Coordinates enforcement of industrial development regulations in liaison with 	<p>administration, business management or any other related field</p> <ul style="list-style-type: none"> • Holders of Professional Qualifications and members of professional bodies have added advantage
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		<p>relevant institutions</p> <ul style="list-style-type: none"> • Oversees trade and investment promotion activities through trade fairs and exhibitions • Coordinates regional, national, and multilateral cooperations and partnerships • Institutionalizes mechanisms to perpetuate cultural heritage across regions and generations • Facilitates sustainable management of wildlife in the County • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, development partners and the relevant national government agencies 	
9.	CECM Sports, Youth Affairs, Culture, Children and Social Services	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Facilitates formulation, implementation, monitoring and review of policies, laws, regulations and guidelines for sports, youth and gender affairs management and mainstreaming • Leads in the identification and nurturing of sports talent 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to sports management, youth empowerment, entrepreneurship, community development, culture and heritage,

		<ul style="list-style-type: none"> • Facilitates advocacy, establishment, implementation, and management of relevant sports facilities the County • Organizes and facilitates periodic sports activities in the County in collaboration with national and international stakeholders • Facilitates acquisition and distribution of sport equipment to relevant sports interest groups • Facilitates optimal participation of youth in the development decision making processes • Facilitates special interest groups economic empowerment programs including entrepreneurship • Facilitate access of special interest groups to government opportunities including the Access to Government Procurement Opportunities (AGPO) and other empowerment programs • Manages sensitization and awareness on social issues including drug and substance abuse, HIV/AIDS, and environmental conservation • Facilitates equal opportunities for special needs groups in education, employment, decision-making, representation, and business • Develops and maintains a database of gender disaggregated data, elderly persons, persons with disabilities, orphans, and vulnerable children • Designs and implements children participation programs in development • Builds capacity on child rights, welfare, advisory and referral of individuals and groups to relevant social service providers • Manages social empowerment programs for special interest groups such as 	<p>children advocacy and empowerment, social work, and any other related field</p> <ul style="list-style-type: none"> • Must be holder of a first degree in any social science field, sports management, community development or any other related field • Holders of Professional Qualifications and members of professional bodies have added advantage
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		<p>county specific health insurance for the elderly</p> <ul style="list-style-type: none"> • Promotes and develops creative cultural industries, performing arts and curio shops • Promotes, preserves, and develops Kenya’s indigenous knowledge systems and safeguards the Intangible Cultural Heritage (ICH) for posterity • Partners with stakeholders in cultural development programs such as festivals, exhibitions, and cultural dialogue forums • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department’s resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals’ groups, development partners and the relevant national government agencies 	
10	CECM Public Service, Devolution, Administration, Communications, ICT & E-governance	<ul style="list-style-type: none"> • Supervise the administration and delivery of services within the department and all its decentralized units and agencies • Facilitates human resource management function to achieve efficiency and effectiveness in the public service • Lead in institutionalization of good governance values in the public service • Facilitates continuous capacity building of public service staff through training and relevant and appropriate welfare programs 	<ul style="list-style-type: none"> • Must have served for not less than five years in fields related to human resources, administration, public relations, security management, information and communications, journalism, business administration and any

		<ul style="list-style-type: none"> • Implements and institutionalizes public service performance measurements • Leads in periodic innovation and re-engineering of public services provisions to achieve optimal outcomes • Facilitates institutionalization of Citizens Service Delivery Charters for all County government departments and entities • Manages coordination of County devolved units including subcounty, wards and village units • Facilitates optimal functioning of devolved functions at subcounty, ward and village level by supervision performance measurements • Coordinates all administrative units including sub-counties and wards • Coordinates and implements alcoholic drinks, drugs, and pornography controls in the County • Leads in the compliance and enforcement of legal, policy, regulations and revenue practices and provisions • Coordinates participation of citizens and relevant stakeholders at all levels in governance decision making processes • Facilitates periodic publishing of development and governance reports through gazettes, status reports, social media posts and official website publications • Facilitate global imaging and branding of the County by managing internal and external public relations • Leads in the implementation of ICT policies and strategies • Facilitates establishment, installation, maintenance and guidance of ICT Equipment and services 	<p>other related field</p> <ul style="list-style-type: none"> • Must be holder of a first degree in human resources, administration, public relations, security management, information science, journalism, business administration, ICT or any other related field • Holders of Professional Qualifications and members of professional bodies have added advantage
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		<ul style="list-style-type: none"> • Facilitate designing and implementation of work automation solutions • Manages repository of county information, documentation and dissemination in print, registry, and electronic formats • Coordinates sustainable management of County website and social communication platforms • Facilitate performance measurements institutionalization in County operations and service delivery processes in the department • Coordinates and enforces the department's resource mobilization strategies and regularly reports on achievements • Adopts and implements emerging national and global best practices in governance and leadership • Regularly convene departmental Sector Working Groups (SWGs) forums composing of all relevant Civil Society Organization (CSOs), Faith Based Organizations (FBOs), organized interest groups, county professionals' groups, development partners and the relevant national government agencies 	
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