



**COUNTY GOVERNMENT OF ELGEYO MARAKWET
OFFICE OF THE COUNTY SECRETARY**

**DECLARATION OF VACANCIES AT THE COUNTY PUBLIC SERVICE BOARD &
THE COUNTY ATTORNEY.**

1. CHAIR: COUNTY PUBLIC SERVICE BOARD - ONE (1) POST

Duties & Responsibilities

- Establish and abolish offices in the County Public Service;
- Appoint persons to hold or act in Public County Offices including the Boards of cities and urban areas within the County and to confirm appointments;
- Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service;
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
- Promote in the County Public Service Board the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya, 2010;
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Article 10 and 232 of the Constitution of Kenya are complied with in the County Public Service Board;
- Facilitate the development of coherent integrated Human Resource Planning and Budgeting for personnel emoluments in the County;
- 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 (SRC) on behalf of the County Government on remuneration, pensions, and gratuities for County Public Service employees; and
- And any other assigned duties from time to time.

Requirements for appointment

- Be a Kenyan Citizen.
- Be a holder of a degree in Social Sciences from a university recognized in Kenya (Master's degree in Human Resource Management / Business Administration / Public Administration will be an added advantage).

- Have knowledge and relevant work experience of not less than ten (10) years in Human Resource Management and Administration;
- Must be a Certified Human Resource Professional with a current practicing licence/certificate and be in good standing with the relevant professional body;
- Possess training and certification for senior management and leadership;
- Possess knowledge of the organization and functions of National and County Government.
- Demonstrate thorough understanding of national goals, policies and developmental objectives including the Kenya Vision 2030;
- Possess knowledge of National Performance Management System and budgeting processes;
- Must have an understanding of the provisions of the Constitution of Kenya 2010;
- Understand the diversity of the County;
- Be a visionary and strategic thinker;
- Must not be a State or Public Officer;
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on leadership and integrity; and
- ICT proficient.

TENURE: SIX (6) YEARS Non-Renewable Contract which may be on a part time basis.

REMUNERATION: As prescribed by the Salary and Remuneration Commission (SRC)

2. MEMBER: COUNTY PUBLIC SERVICE BOARD – ONE (1) POST

Duties & Responsibilities

- Regularly attend and participate in board meetings and committee meetings where applicable.
- Read, review and make decisions on requests, board minutes, annual reports, other reports, plans, policies presented before it.
- Promote in the County Public Service Board the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya.
- Perform duties as per Section 59 of the County Government Act.
- Perform any other duty as assigned by the Chairperson from time to time.

Requirements for appointment

- Be a Kenyan citizen.
- A Bachelor's Degree from a University recognized in Kenya;
- Have at least Eight (8) years' work experience, three (3) of which should have been in a management position in the Public Service or Private Sector;
- Must be a member of a professional body and be in good standing with the relevant professional body;
- Possess knowledge of the organization and functions of National and County Government.
- Demonstrate thorough understanding of national goals, policies and developmental objectives including the Kenya Vision 2030;
- Must have an understanding of the provisions of the Constitution of Kenya 2010;
- Meet the requirements of Chapter Six of the Constitution on leadership and integrity;

- Understand the diversity of the County;
- Must not be a State or Public Officer; and
- ICT proficient.

Terms of Service: Six (6) years non-renewable Contract as per provision of the County Government Act, which may be on part- or full-time basis.

Remuneration: As prescribed by the Salary and Remuneration Commission (SRC).

COUNTY ATTORNEY – JOB GROUP ‘T’-ONE (1) POST

Duties & Responsibilities

- Be the principal legal adviser to the County Executive Committee and as such shall attend the meetings of the County Executive Committee as an *ex officio* member of the Executive Committee;
- Represent the County Executive in court or in any other legal proceedings to which the County Executive is a party, other than criminal proceedings and manage the litigation and dispute resolution function of the County;
- Advise the Governor, County Executive Committee Members and all departments in the county executive and agencies on legislative and other legal matters;
- Undertake legal research on matters that affect the County Government and promote the compliance with the law by the County Executive;
- Be the depository of all County laws and legal documents, agreements, MoUs, and other title documents of the County including title deeds and Logbooks;
- Have custody of the County Seal and keep record of all instruments executed under seal.
- Prosecute offences resulting from the County legislations in County Courts;
- Negotiate, draft, vet and interpret documents and agreements, MoUs, treaties and other legal instruments for and on behalf of the County Executive and its agencies;
- Be responsible for drafting and revision of county laws, policies and coordinate the publication in the relevant Gazette of all Policies, Regulations and Acts of the County Assembly;
- Liaise with the Office of the Attorney-General, County Assembly and any other office when need arises;
- Liaise with the Office of the County Attorney in any other County when need arises and on matters of mutual interest;
- Liaise with the County’s external lawyers to ensure the interests of the County are well protected in all matters; and
- Perform any other function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney.

Requirements for appointment

- Be a Kenyan Citizen
- Be a holder of Bachelor of Laws (LLB) degree from a reputable and recognized university;
- Have a postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current Practicing

Certificate;

- Master's degree in Social Sciences from a reputable University will be an added advantage;
- Be a member of Law Society of Kenya in good standing;
- Have not less than ten (10) years post-admission experience, with at least five (5) years in public Sector in Kenya;
- Must demonstrate a mastery of the Constitution of Kenya 2010;
- Demonstrate an understanding of financial management in the public sector;
- Understand the diversity of the County;
- Effective legal research, legislative drafting and report writing; and
- Meet requirements of Chapter Six of the Constitution.
- Possess training and certification for senior management and leadership;
- Possess training and certification in Alternative Dispute Resolution (ADR) methods; and
- ICT proficient.



Mode of Application (For the 3 positions): Applicants MUST attach the following copies of documents in their application:-

- a) An application letter duly signed by the applicant.
- b) Copy of National Identity (ID) card.
- c) Detailed Curriculum Vitae (CV)
- d) Copies of Relevant Academic, Professional certificates and Testimonials

How to Apply: Interested and qualified candidates should submit the above required documents to the undersigned by post or hand delivery to:-

**The Chairperson,
Selection Panel,
c/o Office of the County Secretary,
County Government of Elgeyo Marakwet
P.O Box 220-30700 Iten,**

So as to reach the above office **on or before 6th May 2024, at 5.00pm**, in a plain and sealed envelope marked, e.g “*Application for Member of Elgeyo Marakwet Public Service Board*”, etc.

Important Information for Applicants/Candidates

- i. All applications to be submitted in hard copies to the undersigned on or before **6th May, 2024, by 5.00pm**.
- ii. Only shortlisted candidates will be contacted for interview.
- iii. Shortlisted candidates invited for interview will be required to present originals and certified copies of their National Identity Card, Academic and Professional certificates/testimonials.
- iv. Applicants should meet requirements of Chapter Six of the Constitution of Kenya 2010.
- v. Note that it is a criminal offence to submit fake/forged papers.
- vi. The County Government of Elgeyo Marakwet is an equal opportunity employer and canvassing of any kind will lead to automatic disqualification.

(FINAL VERSION AS APPROVED BY THE PANEL ON 18TH APRIL 2024)

SIGNED BY THE CHAIRPERSON:


PATRICK KIPROP