

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF ELGEYO MARAKWET

OFFICE OF THE COUNTY SECRETARY

DECLARATION OF A VACANCY AT THE COUNTY GOVERNMENT OF ELGEYO MARAKWET.

1. COUNTY SECRETARY-JOB GROUP “T” (CONTRACT)

The County Secretary will be the Secretary to the County Executive Committee and head of the County Public Service and will be responsible for the following:

Duties and Responsibilities

The County Secretary will be the head of the County Public Service and will be responsible for the following:

- i. Providing strategic policy direction to improve service delivery in the County Public Service;
- ii. Arranging the business, and keeping the minutes of the County Executive Committee subject to the directions of the executive committee;
- iii. Conveying the decisions of the County Executive Committee to the appropriate persons or authorities and track their implementation;
- iv. Establishing and developing collaboration with national government ministries or departments, partners and other relevant stakeholders;
- v. Ensure efficient management of resources;
- vi. Interpret, disseminate and oversee the implementation of National and County Government policies;
- vii. Coordinate County Government activities;
- viii. Provide direction to public officers in the County;
- ix. Chairs the County Human Resource advisory committee;
- x. Performing any other functions as directed by the Governor and the County Executive Committee.

Requirements for Appointment.

- i. Be a Kenyan citizen;
- ii. Be a holder of a first degree in a relevant field e.g. Business Management, Administration, Public Administration or relevant Social Sciences from a recognized university in Kenya;
- iii. Have knowledge, experience and a distinguished career of not less than ten (10) years in a senior management and administration in the Public Service or Private Sector;
- iv. A master's degree in the relevant field from a university recognized in Kenya will be an added advantage;
- v. Have demonstrable leadership and management capacity including knowledge of public financial management and strategic people management;
- vi. Be conversant with the Constitution of Kenya, and Devolution Laws;
- vii. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- viii. Have capacity to work under pressure to meet deadline;
- ix. Demonstrate understanding and commitment to the national values and principles of governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- x. Be a strategic thinker and result oriented;
- xi. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity;
- xii. Membership of the Institute of Certified Public Secretaries of Kenya CPS (K) or any other relevant Professional body will be an added advantage.

Core Competencies:

The following core competencies and skills will be required for the position of the County Secretary: -

- i. Knowledge in policymaking, ability to transform vision/manifesto into Government policies and impact understanding of the same to members of staff;
- ii. Institutional development through structures, systems and mechanisms for effective and efficient delivery of service;
- iii. Strong leadership and influencing skills;
- iv. Ability to communicate Government policies, programs, projects and intention to the public and stakeholders;
- v. Ability to develop and set international best practices and standards to guide the delivery of services and development agenda;
- vi. Knowledge of international, national and county specific development goals and obligations and mainstreaming them into the County agenda and hands-on approach to execution of duties.

Chairperson,

Selection Panel,

**c/o Office of the County Secretary,
Elgeyo Marakwet County,
P.O. Box 220-30700
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