

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF ELGEYOMARAKWET

OFFICE OF THE COUNTY SECRETARY

DECLARATION OF VACANCY AT THE COUNTY GOVERNMENT OF ELGEYO MARAKWET

1. COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE-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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