

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF ELGEYO MARAKWET OFFICE OF THE COUNTY SECRETARY

DECLARATION OF VACANCIES AT THE COUNTY PUBLIC SERVICE BOARD

Pursuant to Article 235 (1) (b) of the Constitution of Kenya, 2010 and Sections 58(3), and 58A (5) of the County Government Act No. 17 of 2012 as amended by the County Government Act No. 11 of 2020. The County Government of Elgeyo Marakwet invites applications from suitably qualified persons to fill the following positions.

1. CHAIRPERSON, COUNTY PUBLIC SERVICE BOARD ONE (1) POST

Requirements for appointment

- i. Be a Kenyan Citizen.
- ii. Perform duties as per Section 59 of the County Government Act.
- iii. Be a holder of a degree from a university recognized in Kenya (Master's degree in Human Resource Management / Business Administration / Public Administration will be an added advantage).
- iv. Have knowledge and relevant work experience of not less than ten (10) years. Experience in Human Resource Management and Administration is an added advantage.
- v. Possess knowledge of the organization and functions of the National and County Government.
- vi. Demonstrate thorough understanding of national goals, policies, and developmental objectives, including the Kenya Vision 2030.
- vii. Understand the diversity of the County
- viii. Must have a certificate in Senior Management Course (SMC).
- ix. Certified Human Resource Professional with a current practicing licence / certificate and in good standing with the relevant professional body will be an added advantage.
- x. I.C.T Proficient.
- xi. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on leadership and integrity.

Duties & Responsibilities

1. Establish and abolish offices in the County Public Service;
2. Appoint persons to hold or act in office of Public County Offices including the Boards of cities and urban areas within the County and to confirm appointments;
3. Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service;
4. Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
5. Promote in the County Public Service Board the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya, 2010;
6. 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;
7. Facilitate the development of coherent integrated Human Resource Planning and Budgeting for personnel emoluments in the County;
8. Advise the County Government on Human Resource Management and Development;

9. Advise the County Government on implementation and monitoring of the National Performance Management System in the County;
10. 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
11. And any other assigned duties from time to time.

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 – (1) POST

A) Requirements for Appointment

- i. Be a Kenyan Citizen.
- ii. Be a holder of at least a first degree from a recognized University (Masters degree in Human Resource Management / Business Administration / Public Administration will be an added advantage).
- iii. Have knowledge and work experience of not less than five (5) years. (Experience in Human Resource Management and Administration is an added advantage);
- iv. Satisfy the requirements of Chapter Six of the Constitution on Leadership and Integrity;
 - v. Understand the diversity of the County;
 - vi. Capacity to work under pressure to meet strict deadlines;
 - vii. Be committed to be part of a team that enables the County Government to achieve its goals.
 - viii. Be a professional who demonstrates absence of breach of the relevant professional code of conduct
 - ix. I.C.T proficient

Duties & Responsibilities

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

Terms of Service: Contract.

Salary: As recommended by the Salaries and Remuneration Commission.

APPLICATION GUIDELINES

1. The applicants **MUST** submit a cover letter and attach the following copies of documents: -

- a. A detailed current curriculum vitae.
- b. Copy of National Identity card or valid passport.
- c. Certified copies of relevant academic certificates and testimonials.
- d. Computer packages Certificate
- e. Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)
 - i. VALID Clearance Certificate from the Directorate of Criminal Investigation. (DCI)
 - ii. VALID Kenya Revenue Authority (KRA) Clearance Certificate.
 - iii. VALID Higher Education Loans Board (HELB) Clearance Certificate.
 - iv. Ethics and Anti-Corruption Commission (EACC) self-Declaration form.
 - v. Credit Reference Bureau (CRB) certificate.

Interested and qualified persons are invited to send **their application in a plain, sealed envelope marked "Application for Chairman /Member, Elgeyo Marakwet Public Service Board"** to the undersigned or hand deliver to The Office of the County Secretary, Elgeyo Marakwet County Government Headquarters on or before **27th March, 2026 by 5:00 PM**

Applications shall be addressed to:

The Chairperson

Selection Panel

Office of the Governor

County Government Elgeyo Marakwet

P.O. Box 220-30700

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Important Information for Applicants/Candidates

1. All applications to be submitted in hard copies.
2. Only shortlisted candidates will be contacted for an interview.
3. Shortlisted candidates are required to present the originals of the following documents during the interview;
 - a. National Identity card
 - b. Academic and professional certificates and transcripts
 - c. Any other documents and testimonials
 - d. Valid and current clearance certificates from the following bodies;
 - i. Kenya Revenue Authority
 - ii. Ethics and anti-corruption commission
 - iii. Any of the registered Credit Reference Bureau
 - iv. Higher Education Loans Board
 - v. Directorate of Criminal Investigation (Police Clearance Certificate)
4. Letter of recognition of qualification from the Commission of University Education (CUE) for any degree obtained from foreign universities and;
5. Recommendation from relevant bodies (where applicable).
6. Applicants should meet the requirements of Chapter Six of the Constitution of Kenya 2010.
7. It is a criminal offence to submit fake/forged papers.
8. The County Government of Elgeyo Marakwet is an equal opportunity employer, and canvassing will lead to automatic disqualification.

As approved by the Selection Panel on the 11th Day of March 2026

Ms. LEDISHAH J. KIPSEII
THE CHAIRPERSON