



6th JUNE 2018

ELGEYO MARAKWET COUNT PUBLIC SERVICE BOARD

Pursuant to the provisions of Chapter 11 of the Constitution of Kenya 2010 and the County Government Act of 2012, the County Public Service Board of Elgeyo Marakwet invites applications for the following positions:

1. CHIEF OFFICERS (4 POSITIONS) 5- YEAR CONTRACT-J.G"S"

- i. Chief Officer – Economic Planning and Budget
- ii. Chief Officer – Office of the Governor
- iii. Chief Officer - Agriculture and Irrigation
- iv. Chief Officer - Water, Lands, Environment and Climate Change Management

A. DUTIES AND RESPONSIBILITIES

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated powers and shall be responsible to the respective County Executive Committee member for:

- 1) Day to day administration of the department
- 2) Providing strategic policy direction for effective service delivery within the department
- 3) Implementation of policies and programmes within the department
- 4) Development and implementation of strategic and sector plans
- 5) Formulate and implement effective programs to attain CIDP, Vision 2030 and sector goals
- 6) Promote national values and principles of public service
- 7) Perform any other duties as may be assigned or delegated by the CEC, County Secretary and as delegated by the County Public Service Board from time to time.

B. REQUIREMENTS FOR APPOINTMENT

- 1) Be a Kenyan Citizen
- 2) Be a holder of a first degree from a university recognized in Kenya .A masters degree in the relevant field applied for will be an added advantaged
- 3) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010
- 4) Have knowledge, experience and distinguished career of not less than ten(10) years in the specific portfolio (**as detailed in 'C' below**) applied for, five of which should be in senior management position
- 5) Demonstrate a thorough understanding of devolution, the County Integrated Development Plan.

- 6) Attainment of Senior Management Course at Kenya School of Government will be an added advantage.

C.) SPECIFIC DUTIES, RESPONSIBILITIES AND QUALIFICATIONS FOR RESPECTIVE CHIEF OFFICER POSITIONS.

No	Position	Duties and responsibilities	Qualifications
1	Chief Officer Economic Planning and Budget	• Economic Planning, fiscal budget and development coordination • Planning and analysis of policies • Provision of advise on planning and economic policy issues to various county departments • Economic analysis roles • Monitoring and evaluation of development projects and programs • Prefeasibility and feasibility studies • Collection and analysis of data relating to economic development decision making • Review of development policy strategies and programs • Coordination of development policy document preparation; CIDP,ADP,CFSP and sectoral plans • Formulation of economic and statistical development activities • Linking policies, economic planning and budgetary processes • Mobilizes resources to enhance the resource base for the county government issues guidelines on the budget process to be followed by all county government entities • Advise the county on budget management and assist in assessment of the potential risk involved in new and	• Must be holder of first degree in Economics, Statistics, Business Management, Commerce, Mathematics, or any other equivalent qualification • Knowledge in preparation of budgets • Knowledge of monitoring and evaluation framework • Experience in engagements with donors is an added advantage

		existing budget policies • Issue guidelines on the budget process to be followed by all county government entities • Prepare budget policy documents, Budget Circulars, CBROP, Budget Estimates, Budget implementation progress reports, Appropriation Bills.	
2	Chief Officer Office of the Governor	• Building inter-governmental liaison and execution of delegated functions • Manages liaison and hospitality roles • Facilitates the success of the public complaints management processes • Manages enforcement and compliance practices • Leads in performance management and measurement • Facilitates information communication and feedback mechanisms	• Must be a holder of first degree in Public Administration, Human Resource Management, Finance, Strategic Management, Commerce or any other related field.
3	Chief Officer and Agriculture Irrigation	• Plant disease surveillance and control • Undertaking agricultural extension services • Promote horticulture and fruits agriculture development • Promote agricultural mechanization and value addition initiatives • Promote soil conservation	• Must have a first degree in Agricultural Extension, Agricultural Economics, Crops Management, Horticulture Agriculture, Agricultural Engineering and Natural Resource Management.

		practices • Undertake irrigation infrastructure development • Promote irrigation development partnerships and resource mobilization • Promote irrigation schemes establishments and management • Enhances food and nutrition security strategies • Facilitates emerging agricultural information management • Promote and facilitate agricultural based income generation and wealth creation programs • Formulates policies and regulations for the agriculture sub-sector • Promotes sustainable land use and resource management • Undertake survey and technical designs of irrigation projects and land management structures	
4	Chief Officer Water, Lands, Environment and Climate Change Management	• Increase access to clean and portable water • Collect, process, disseminate and archive accurate geospatial data for sustainable utilization of resources • Conserve develop and	• Must have a degree in Water Engineering, Civil Engineering, Water Resource Management Survey, Physical Planning or lands management • Knowledge of Environmental

		sustainably manage forestry resources • Ensure sustainable management of environment • Undertakes mapping, surveys and physical planning • Facilitate land registration and provide security of land tenure to the landless towards efficient administration and management of the same • Implements County specific water conservation and forestry policies through water resource users associations (WRUAs) • Undertake water pollution controls • Issues operation licenses in County forests and community lands • Formulates and implements policies, by-laws and legislation relating to the management of land, water, environment and Natural resources • Prepares, implements, monitors and evaluates spatial plans and physical development plans • Undertake development control, and implementation of approved development plans.	Management will be an added advantage
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2. COUNTY ATTORNEY (1POST) (8 YEAR CONTRACT-J.G "R")

Duties and responsibilities

1. Shall be responsible for the drafting and publication of legislative proposals for the County Government and its agencies on legislative and other legal matters.
2. Shall be responsible for negotiating, drafting, vetting and interpreting local and international treaties for and on behalf of the County Government and its agencies.
3. Shall represent the County Government in court in all legal proceedings arising from County legislation or any other legislation to which the County Government is a party or has interest, other than criminal proceedings.
4. Shall handle public interest litigation and represent any member of the public in matters that the Governor or the County Attorney deems to be public interest.
5. Shall in conjunction with the Director of Public Prosecutions, prosecute offences resulting from the County legislations in any court (other than court martials).
6. Shall be responsible for advising the County Government on all matters relating to the Constitution, National legislation county legislations, international law, Human Rights, consumer protection and legal aid.
7. Shall be the link between the County Government, other County governments and the National Government on legal matters and shall do so in liaison with office of the Council of Governors and the Attorney General of the Republic of Kenya.
8. Shall in conjunction with Commission on Administrative Justice be the Ombudsman and shall in that regard receive public complaints and may appoint such other person to represent him or to receive public complains on his/her behalf.
9. Shall undertake legal audits to ensure that all County and National legislations that are applicable in the County are complied with or enforced.
10. Shall be the County government printer and shall be responsible for publication of County Gazette, Bills and Acts of County Assembly.
11. Shall be the custodian of County Public Seal, contracts and other legal instruments of the County.
12. Shall be responsible for integrity and ethics at the County and shall, in the performance of this duty, liaise with Ethics and Anti-corruption Commission.
13. Shall perform any other functions conferred on the office by an Act of County Assembly, National Legislation or by the Governor or as may be necessary for the effective discharge and exercise of the powers of the County Attorney.

REQUIREMENTS FOR APPOINTMENT

1. Be a citizen of Kenya
2. Holds a degree in Law from a university recognized in Kenya or its equivalent
3. Be an advocate of the High Court of Kenya
4. Has at least 7 (seven) years of relevant professional experience
5. Meets the requirements of Leadership and Integrity set out in Chapter Six of the Constitution of Kenya 2010
6. Satisfy the requirements of Article 10 and 232 of the Constitution
7. Demonstrate a good understanding of the county government mandate, policies, Vision, Mission as well as Vision 2030

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- i. All applications to be submitted on or before **Wednesday 20th June 2018**.
- ii. Applicants should meet requirements of chapter six of the constitution of Kenya 2010. Shortlisted candidates will be required to present clearance certificates from EACC, KRA, HELB and obtain a certificate of good conduct from the police.
- iii. Only shortlisted candidates will be contacted.
- iv. Note that it is a criminal offence to submit fake/forged papers.
- v. Elgeyo Marakwet County is an equal opportunity employer.

**THE SECRETARY,
ELGEYO MARAKWET COUNTY,
PUBLIC SERVICE BOARD,
PO BOX 665,
ITEN.**