

## REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF KERICHO

## SELECTION PANEL FOR THE CHAIRPERSON, MEMBERS AND SECRETARY/CEO OF THE KERICHO COUNTY PUBLIC SERVICE BOARD

### ADVERTISEMENT OF VACANCIES

Pursuant to article 235 1(b) of the Constitution of Kenya and provisions of the County Government Act, No. 17 Of 2012 Section 56, 57 & 58 and Section 18 of the County Government (Amendment) Act 2020, the selection panel for the appointment of the Chairperson, Members and Secretary/CEO of the Kericho County Public Service Board, wishes to invite applications from competent and suitably qualified persons for the appointment for the following positions:

S/N	ADVERT NUMBER	DESIGNATION	NO. OF POSTS	TERMS OF SERVICE
1	KCSP/2025/01	Chairperson, Kericho County Public Service Board	1	6 Year Contract non-renewable
2	KCSP/2025/02	Member, Kericho County Public Service Board	4	6 Year Contract non-renewable
3	KCSP/2025/03	Secretary/CEO, Kericho County Public Service Board	1	6 Year Contract non-renewable

#### 1. KCSP/2025/01: CHAIRPERSON, KERICHO COUNTY PUBLIC SERVICE BOARD (1 POST)

##### a) Duties and Responsibilities

- Chair the Board meetings;
- Provide strategic leadership and policy direction to the Board;
- Maintain effective collaboration and partnership with other organs of National and County Governments; and
- Presides over the overall functions of the Board.

##### b) Requirements for Appointment

- Be a Kenyan Citizen.
- Be in possession of a Bachelor's degree from a university recognized in Kenya;
- A Masters degree will be an added advantage;
- Not be a state or public officer;
- Relevant work experience of not less than [10] years;
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on leadership and integrity;
- Have demonstrated professional competence and managerial capabilities;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Be able to work under pressure and meet strict deadlines;
- Be visionary and strategic in approach;
- Have experience in organizational and/or human resource development.
- Senior public or private sector leadership will be an added advantage.
- Be a team player with an ability to network; and
- Demonstrate flexibility and adaptability.

##### Terms of Service

- Six (6) Years Non-Renewable Contract.
- Remuneration and benefits as set out by Salaries and Remuneration Commission (SRC) Guidelines.

#### 2. KCSP/2025/02: MEMBER, KERICHO COUNTY PUBLIC SERVICE BOARD (4 POSTS)

##### a) Duties and responsibilities

- Establish and abolish offices in the county public service.
- Appoint persons to hold or act in offices in the County Public Service, including in 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 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 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 Articles 10 and 232 are complied with in the County Public Service.
- Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the county government.
- Advise the County Government on Human Resource Management and Development.
- Advise County Government on implementation and monitoring of the national performance management system in the County.
- Make recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for the county public service employees.

##### b) Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a Bachelor's degree from a University recognized in Kenya;
- Not be a state or public officer;
- Demonstrate a thorough understanding of socio-economic objectives and plans of Vision 2030;
- Have knowledge, experience and distinguished career of not less than five (5) years at a senior management level in public service or the private sector;
- Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya, 2010;
- Demonstrate ability to work in a multi-disciplinary environment with sensitivity and respect for diversity.
- Satisfy the requirements of Chapter Six (6) of the Constitution

##### Terms of Service

- Six (6) Years Non-Renewable Contract.
- Remuneration and benefits as set out by Salaries and Remuneration Commission (SRC) Guidelines.

#### 3. KCSP/2025/03: SECRETARY/CEO, KERICHO COUNTY PUBLIC SERVICE BOARD (1 POST)

##### a) Duties and responsibilities

- Preparing and circulating agenda and minutes of the Board meetings;

- Developing annual work plan for the Board;
- Overall in-charge of the Secretariat;
- Implement Board's development strategy, business plans, approved annual operating budgets and established internal monitoring and control systems and procedures;
- Conveying the decision of the Board to the relevant institutions;
- Custodian of all Records, Assets and Minutes of the Board;
- Pursuant to the section 149 (1) of the PFM act 2012, be the Accounting Officer of the Board and ensure that resources of the Board are used in a way, that is: Lawful, authorized, effective, efficient, economical and transparent;
- Providing guidance and advice to the secretariat on matters of Ethics and good governance;
- Promoting the provisions of Article 10 and 232 of the constitution of Kenya 2010;
- Preparing regular and periodic reports for submission to the County Assembly on the execution of the function of the Board;
- Performing any other duty as assigned by the Board.

##### b) Requirements for Appointment

The Secretary of the Board shall be the CEO and Accounting officer of the Board. For appointment, the applicant should meet the following requirements:

- Be a Kenyan Citizen;
- Possess a minimum of a Bachelor's Degree from a University recognized in Kenya;
- A Master's Degree or higher qualification will be an added advantage;
- Must be a Certified Public Secretary and in good professional standing;
- Must not be a state or public officer;
- Have working experience of at least ten [10] years in their respective profession, five [5] of which should be in administration and management;
- Knowledge in financial management will be an added advantage;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Satisfy the requirement of leadership and integrity in Chapter Six of the Constitution of Kenya 2010;
- Demonstrate clear understanding of National and County Government goals, policies and developmental objectives including values and principles of governance, as well as demonstrate an appreciation of the diversity within the County;
- Have thorough knowledge of the structural, legislative and regulatory framework of the Public Service;
- Demonstrate flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

##### Application Guidelines

Interested and qualified candidates are required to submit certified copies of **Curriculum Vitae (phone number included), National ID/valid passport, Academic and professional certificates, Professional Registration Certificates (where applicable), Appointment/promotion Letters from current/previous employer(s)** should be hand delivered in a sealed envelope and received on or before **Wednesday 31<sup>st</sup> December 2025, at 5.00 p.m.**

Clearly indicate **your name, the Advertisement number and position applied** for on top of the envelope and address to:

**THE CHAIRPERSON-SELECTION PANEL FOR CHAIRPERSON,  
MEMBERS AND SECRETARY/CEO,  
KERICHO COUNTY PUBLIC SERVICE BOARD,  
COUNTY GOVERNMENT OF KERICHO,  
P.O. BOX 112-20200, KERICHO.**

Applications shall be received by the Secretariat of the Selection Panel at Public Service Management Boardroom located at the Kericho County Headquarters offices, opposite Sinendet Towers between 8.00 a.m. and 5.00 p.m. on weekdays.

The County Government of Kericho is an equal opportunity employer. **Men, Youth, Women, and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

##### NOTE:

- Only **shortlisted** candidates will be contacted;
- Shortlisted candidates are expected to get clearance from the following Institutions:
  - Kenya Revenue Authority (KRA)
  - Higher Education Loans Board (HELB)
  - Ethics and Anti-Corruption Commission (EACC)
  - Directorate of Criminal Investigation-Certificate of good conduct (DCI)
  - A registered Credit Reference Bureau (CRB) and;
  - Any other relevant supporting documents.
- The Vacancy number of the position being applied for **MUST** be indicated on the envelope and the application form
- Canvassing by any candidate directly or indirectly shall lead to automatic disqualification. Kericho County Government is committed to Zero tolerance to Corruption.
- We **CAUTION** applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Selection Panel shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any such cases to the Police.

## REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF KERICHO

## ADVERTISEMENT OF VACANCY

Pursuant to article 235 1(b) of the Constitution of Kenya and provisions of the County Government Act, No. 17 Of 2012 Section 44, 55 & 56 and Section 18 of the County Government (Amendment) Act 2020, the selection panel for the appointment of the County Secretary.

#### 1. KCSP(CS)/2025/1 COUNTY SECRETARY (1 POST)

- Shall be the Head of the County Public Service.
- Serve as the Secretary to the County Executive Committee.
- Be responsible for arranging the business and keeping minutes of the County Executive Committee.
- Convey the decisions of the County Executive Committee to the appropriate people or authorities and track their implementation.
- Disseminate and oversee the implementation of National and County Government policies.
- Coordinate County Government activities.
- Provide directions to public officers in the County.
- Perform any other functions as directed by H.E. the Governor and other County Executive Committee Members.

##### Requirements for Appointment

- Be a Kenyan Citizen;
- Be a holder of a first degree from a recognized university in Kenya;
- Have knowledge, experience and a distinguished career of not less than ten [10] years in the relevant profession and has at least five [5] years experience in a leadership position at senior management level in a public service or private sector organization;
- A master's degree from a university recognized in Kenya is an added advantage;
- Have demonstrable leadership and management capacity including knowledge of public financial management and strategic people management;
- Be conversant with the Constitution of Kenya, and Devolution Laws;
- Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- Have capacity to work under pressure to meet deadlines;
- Demonstrate understanding and commitment to the national values and principles of governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010;
- Be a strategic thinker and result oriented;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.

##### TERMS OF SERVICE

- Six-year contract.
- Remuneration and benefits as set out by Salaries and Remuneration Commission (SRC) guidelines.

##### HOW TO APPLY

Interested and qualified candidates are required to submit their **Curriculum Vitae (CV)** and certified copies of **National ID, KCSE or other academic equivalent, Academic and Professional Registration Certificates, Testimonials (Appointment/Promotion Letters from current and previous employers)** and delivered in a sealed envelope and received on or before **Wednesday 31<sup>st</sup> December 2025 at 5.00 p.m.**

Clearly indicate the Advertisement number and position applied for on top of the envelope and address to:

**THE CHAIRPERSON-SELECTION PANEL FOR  
COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE  
P.O. BOX 112-20200 KERICHO**

Hand deliveries shall be received by the Secretariat of the Selection Panel at Kericho County Public Service Board Offices, opposite Kericho Primary School, between 8:00 AM and 5:00 PM on weekdays.

The County Government of Kericho is an equal opportunity employer. Men, Youth, Women, and Persons Living with Disabilities, Marginalized and Minority communities are encouraged to apply.

##### NOTE

- Only shortlisted candidates will be contacted;
- Shortlisted candidates are expected to get clearance from the following institutions:
  - Kenya Revenue Authority (KRA)
  - Higher Education Loans Board (HELB)
  - Ethics and Anti-Corruption Commission (EACC)
  - Directorate of Criminal Investigation-Certificate of good conduct/Police Clearance Certificate (DCI)
  - A registered Credit Reference Bureau (CRB) and;
  - Any other relevant supporting documents.
- The Advertisement number of the position being applied for Must be indicated on the envelope and the application form;
- Canvassing by any candidate directly or indirectly shall lead to automatic disqualification as Kericho County Government through the selection panel is committed to Zero tolerance to Corruption;
- We **CAUTION** applicants not to fall victims of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The County Government of Kericho Selection Panel shall bear no responsibility for any personal loss arising from such unlawful dealings. Applicants are advised to report any such cases to the National Police Service.