

COUNTY GOVERNMENT OF ISIOLO



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES

Pursuant to the provisions of section **45 of the County Governments act 2012** read together with **section 59 and 66** of the same act, Isiolo County Public Service Board invites applications from qualified persons to fill in the following positions.

ICPSB/009/2022: COUNTY CHIEF OFFICERS: JOB GROUP 'S'.

Duties and Responsibilities

A Chief Officer will be responsible to a County Executive Committee Member in the Administration of a County Department.

He/She will be the Accounting and Authorized Officer responsible for:

- providing strategic policy direction for improved service delivery;
- developing and implementing an effective performance management system;
- developing and implementing strategic plans;
- ensuring efficient and effective use of Financial and Human Resources, management of information systems and regular financial reporting as required;
- maintaining effective collaboration and partnerships with other organs of the county, other county departments, the private sector and other stakeholders;
- providing leadership in mainstreaming Information Communication Technology in the operations of the county department;
- perform any other duty assigned by the respective executive committee member
- promoting values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the Department;
- be able to promote the best interest of the County government in pursuit of service delivery, partnerships and towards achievement of global human development

Requirements

For appointment to this position, a person should:

- Be a citizen of Kenya;
- Be in possession of a Bachelor's degree from a university recognized in Kenya;
- Master's degree or higher academic qualifications from a university recognized in Kenya is an added advantage
- Be a member of high standing in respective professional associations.
- Have relevant knowledge and experience of not less than 10 years in the Public Service or Private Sector; five of which should be in senior management position.
- Possess knowledge of the organization and functions of Government; the structure, legislative and regulatory framework of the Public Service;
- Demonstrate understanding of devolution, the County governments act, article 10 and 232 of the constitution of Kenya and any other regulation as necessary.
- Have demonstrable leadership and management capacity including knowledge of financial and

human management; and

- Comply with the requirements of Chapter Six of the Constitution on leadership and integrity.
- Be computer literate, strategic thinker and possess excellent writing and communication skills.
- Should be ready to work in environment with diverse cultural and multi-ethnic and other affiliations

Terms of Service

A Chief Officer will serve on contractual term of service.

The salary and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

How to apply

a) Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials and other relevant supporting documents.

b) All applications should be clearly marked "**Application for position of Chief Officer**" on the envelope and should be hand delivered to our office opposite Al-ansar Playground in Isiolo town. OR Posted applications should be address:

**THE SECRETARY/CEO
ISIOLO COUNTY PUBLIC SERVICE
P.O.BOX 224-60300
Isiolo town.**

Interested applicants are expected to get clearance from the following bodies.

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission; and
- Criminal Investigation Department (certificate of good conduct).
- Credit Reference Bureau (CRB)
- Commission for University Education (for holders of degrees from foreign Universities)

Note:

All academic testimonials and transcripts will be subjected to verification and authentication by relevant authorities.

"Women, minorities and persons living with disability are encouraged to apply". All applications should reach the Board on or before **5.00 PM. 19th October 2022.**

Isiolo county public service Board is an equal opportunity employer and does not charge any fee in any recruitment process at any time.