



COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

Telephone: 0710988455

P.O. Box Private Bag,

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VOI

ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following positions in the County Government of Taita Taveta.

No.	Position	Job Group	Terms of Service	No. of Posts
1.	County Chief Officer	CPSB 02	Five Years Contract	Thirteen (13)
2.	Ward Administrator	CPSB 09	Three Years Contract	Four (4)
VACANCIES IN THE COUNTY EXECUTIVE AUDIT COMMITTEE				
1.	Chairperson - County Executive Audit Committee		Three Years Contract	One (1)
2.	County Executive Audit Committee Member		Three Years Contract	Three (3)
Total			Twenty-One (21)	

HOW TO APPLY

All applications should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
County Public Service Board
Private Bag
VOI**

OR

Hand delivered at the County Public Service Board offices in Voi; located opposite Dan Mwazo Hall, along the Moi County Referral Hospital and River Jordan Medical Centre.

The applications with copies of academic, professional and Chapter six clearance certificates and other testimonials should reach the County Public Service Board on or before **Friday, 21st October 2022.**

Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.

The Board's official telephone number remains 0710988455.

Dated Wednesday, 28th September 2022

VACANCIES IN THE OFFICE OF THE GOVERNOR

Pursuant to the provisions of sections 45 and 59 of the County Government Act No. 17 of 2012, the County Public Service Board invites applications from suitable and qualified Kenya citizens to fill the following positions as per the portfolios below.

I. Ref No. CPSB/TTC/046/2022

POSITION: COUNTY CHIEF OFFICER Job Group CPSB 02

Number of Posts: Thirteen (13) Posts

Terms of Service: Five (5) Years Contract

Remuneration: As per the Salaries & Remunerations Commission Guidelines

The Portfolios:

1. Devolution, Public Service and Administration;
2. Special Programmes and Service Delivery Unit;
3. Trade, Tourism, Cooperative Development and Industrialization;
4. Education, Libraries, VTCs and ICT;
5. Youth, Gender, Sports, Culture and Social Services;
6. Water and Sanitation;
7. Environment, Climate Change and Natural Resources;
8. Health Services;
9. Finance and Economic Planning;
10. Lands, Physical Planning, Mining and Energy;
11. Public Works, Infrastructure, Transport and Housing;
12. Livestock and Fisheries; and,
13. Agriculture and Irrigation.

Duties and Responsibilities

The County Chief Officer shall be the Authorized Officer in respect of exercise delegated powers and shall be responsible to the **RESPECTIVE** County Executive Committee Member for:

1. The day-to-day administration of the County Department ;
2. Providing strategic policy direction for effective service delivery within the department;
3. Implementation of policies and development plans and programs within the department;
4. Development and implementation of strategic plans and sector development goals including performance management;
5. Formulation and implementation of effective programmes to attain Vision 2030 and sector goals; and,
6. Promotion of National values and principles of governance and values and principles of the County Public Service

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of a Bachelor's degree in the relevant field applied for from a university recognized in Kenya; a Master's degree in the relevant field will be an added advantage;
3. Have knowledge, experience and a distinguished career in the specific area for a minimum of 10 years, 5 of which should be at a managerial level. Serving officers with a minimum of three years at Job Group CPSB 03 (R) or its equivalent are eligible to apply.
4. Be registered with the relevant professional body where applicable;
5. Demonstrate a thorough understanding of County development goals and plans towards attainment of Kenya Vision 2030;
6. Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya, 2010;
7. Be a strategic thinker, proactive and results oriented;
8. Have a capacity to work under pressure to meet strict deadlines; and,
9. Have the ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity.
10. Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010;

2. Ref No. CPSB/TTC/047/2022

POSITION: WARD ADMINISTRATOR Job Group CPSB 08

Number of Posts: Four (4) Posts

Terms of Service: Three (3) Years Contract

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and responsibilities

The officer in this position will serve as a Ward Administrator and shall be responsible for the coordination, management and supervision of the general administrative functions in the ward unit including:

1. Development of policies and plans;
2. Service Delivery;
3. Developmental activities to empower the community;
4. Provision and maintenance of infrastructure and facilities of the county public service;
5. Exercise any functions and powers as delegated by the County Public Service Board under Section 86; and,
6. Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Diploma in any Social Science or its equivalent qualification from a recognized institution. A Bachelor's Degree in any Social Science will be an added advantage;
3. Served in an administrative position for a minimum period of five years

4. A Certificate in Supervisory Management Course or any Professional Management Course will be an added advantage;
5. Shown merit and ability as reflected in work performance and results; and,
6. Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

VACANCIES IN THE COUNTY EXECUTIVE AUDIT COMMITTEE

3. Ref No. CPSB/TTC/048/2022

POSITION: CHAIRPERSON – COUNTY EXECUTIVE AUDIT COMMITTEE

Number of Posts: One (1) Post

Terms of Service: Three (3) Years Contract on part time basis renewable for a further one (1) term only subject to performance

Remuneration: As provided for by the Salaries and Remunerations Commission

Duties and responsibilities

1. Set the agenda for each meeting with the committee members;
2. Provide oversight on risk management, controls and governance processes and audit affairs of the county government and make appropriate recommendations to the County Executive Committee regarding internal control and audit matters;
3. Follow up on the implementation of the recommendations of internal and external auditors;
4. Arrange for a periodic review of the effectiveness of the audit committee alongside its mandate;
5. Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirement; and;
6. Provide clarification to members on the audit committee's responsibilities.

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Possess at least an undergraduate degree from a recognized university in the field of: Accounting, Auditing, Finance or Economic or any other related field. A Masters degree in a relevant field is an added advantage;
3. Be a member, in good standing of a professional body such as IIA, ICPAK, CPSK, ACFE and any other relevant professional body;
4. One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Taita Taveta County in the last two years;
5. Have at least 10 years of experience in a senior management position, where their scope of work covered the entire organization they were working with;

6. Be an independent proactive leader with confidence and high integrity;
7. Demonstrate knowledge and understanding of the object, principles and functions of the County Government of Taita Taveta County;
8. Demonstrate competence in leadership and business management;
9. Possess good understanding of government operations, financial reporting and auditing;
10. Possess excellent working knowledge of an audit committee's functions and risks management framework;
11. Possess strong interpersonal skills and time available to develop and monitor the committee agenda; and,
12. Not be a holder of a political office.
13. Satisfy the provisions of chapter six of the Constitution of Kenya, 2010

4. Ref No. CPSB/TTC/050/2022

POSITION: COUNTY EXECUTIVE AUDIT COMMITTEE MEMBER

Number of Posts: Three (3) Posts

Terms of Service: Three (3) Years Contract on part time basis renewable for further one (1) term only subject to performance

Remuneration: As provided for by the Salaries and Remunerations Commission

Duties and responsibilities entail:

1. Provide oversight on risk management controls and governance processes and audit affairs of the county government and make appropriate recommendations to the County Government committee regarding internal control and audit matters; and,
2. Follow up on the implementation of the recommendations of internal and external auditors.

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Possess at least an undergraduate degree from a recognized university in the field of; Accounting, Auditing, Finance or Economic or any other related field;
3. A Master's degree in the relevant field is an added advantage;
4. Be a member, in good standing of a professional body such as IIA, ICPAK, CPSK, ACFE and any other relevant professional body;
5. Satisfy the provisions of chapter six of the Constitution of Kenya, 2010;
6. One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Taita Taveta County in the last two years;
7. Have at least 5 years of experience in senior management position, where their scope of work covered the entire organization they were working with;
8. Demonstrate a knowledge and understanding of the object, principles and functions of the County Government of Taita Taveta County;

9. Demonstrate competence in leadership and business management;
10. Possess a good understanding of government operations, financial reporting and auditing;
and,
11. Not be a holder of a political office.

HOW TO APPLY

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Private Bag
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IMPORTANT INFORMATION

1. Candidates **MUST** clearly indicate the position being applied for by quoting the vacancy reference number; for the position of County Chief Officer JG CPSB 02, candidates **MUST** indicate the department/Portfolio they are applying to serve in.
2. Candidates **MUST** attach a clear copy of their national identity card or valid passport.
3. Candidates **MUST** satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010 by obtaining clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigations (DCI), Kenya Revenue Authority (KRA), Accredited Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC).
4. The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday, 21st October 2022**.
5. Only shortlisted candidates will be contacted.
6. Youth, women and persons with special needs are encouraged to apply.
7. Candidates found canvassing will automatically be disqualified.

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The Board's official telephone number remains 0710988455.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**

Dated Wednesday, 28th September 2022