

# COUNTY GOVERNMENT OF WAJIR

Email [governor@wajir.go.ke](mailto:governor@wajir.go.ke)  
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OFFICE OF THE GOVERNOR  
P O Box 9 – 70200  
WAJIR

13<sup>th</sup> December, 2017

## VACANCY FOR WAJIR COUNTY SECRETARY.

Pursuant to the provisions of the **County Governments Act No. 17 of 2012 Section 44**, the office of the Governor wish to fill the above named position from qualified, results-oriented and self-motivated Kenyan Citizens.

### DUTIES AND RESPONSIBILITIES

1. Successful candidate shall be the County Secretary and head of the County Public Service.
2. Shall be the Secretary of the County Executive Committee (CEC's).
3. Shall be responsible for arranging the business and keeping the minutes of the County Executive Committee subject to the direction of the Executive Committee.
4. Convey the decisions of the County Executive to the appropriate persons or authorities.
5. Responsible to the Governor for the overall management and delivery of County services in all departments and agencies.
6. Ensures that County and National legislations are implemented.
7. Provide the County Assembly and other State agencies with regular reports pertaining to the County.
8. Advice the Governor diligently and honestly on matters within his or her area of jurisdiction.
9. May be dismissed by the Governor subject to the terms of agreement.

10. He or she may resign from office by giving **Thirty Days** written notice to the Governor.

## REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the person should:

1. Be a Kenyan Citizen.
2. Be in possession of at least first degree from a University recognized in Kenya.
3. Have knowledge, experience and distinguished career of **not** less than **ten years** in administration and management.
4. Understands the diversity, challenges and opportunities within the County.
5. Should not hold any other state or public office.
6. Be conversant with the content of the Constitution of Kenya and all other Devolution Laws.
7. Be a visionary and strategic thinker.
8. Have the ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity.
9. Have capacity to work under pressure to meet strict deadlines.
10. Be committed to be part of a team that will enable the County Government achieve its objectives.
11. Get clearance from the following institutions in order to meet the requirements of **Chapter 6** of the Constitution of Kenya and copies of these clearances **MUST** be attached to the applications;
  - a. Kenya Revenue Authority
  - b. Credit Reference Bureau
  - c. Higher Education Loans Board
  - d. Certificate of Good Conduct from C.I.D
  - e. Ethics and Anticorruption Commissions

**TERMS OF SERVICE:** Contract but renewable.

**SALARY AND ALLOWANCES:** As prescribed by SRC.

**HOW TO APPLY**

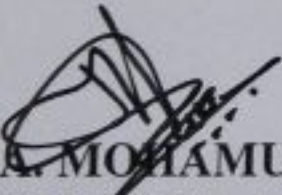
Interested candidates should submit their applications together with copies of their detailed Curriculum Vitae (CV), Academic and Professional Certificates, Testimonials, National Identity Card or Passport, should be addressed to:-

**The Office of the Governor, Wajir County**

**P. O. Box 9-70200 WAJIR**

Hand delivered applications may be submitted to the Office of the Governor located at the County Headquarters on 1<sup>st</sup> Floor for the attention of **Mr. Mohamed Osman**, the County Chief of Staff.

Applications **MUST** be received on or before **Thursday 21<sup>st</sup> December, 2017 at 5.00 pm.**

  
**AMB. M. A. MOHAMUD, EGH**  
**GOVERNOR, WAJIR COUNTY.**