

COUNTY GOVERNMENT OF WAJIR



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES

Pursuant to the provisions of Section 45 of the County Governments Act No. 17 of 2012 and the Constitution of Kenya (2010), Wajir County Public Service Board invites applications from qualified and result-oriented persons to fill the following vacant positions.

WCPSB/001/2024: COUNTY CHIEF OFFICER; JOB GROUP “S” (One Post)

Terms of Service: Contract

Duties and Responsibilities

1. A Chief Officer will be responsible for the General administration and coordination of the respective County Department.
2. Initiating, developing and implementing policies and sector plans;
3. Formulating and implementing effective programs to attain the County’s vision and sector goals;
4. Developing and implementing Departmental strategic plans and budget.
5. Promoting and Ensuring compliance with National values and Principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya;
6. Determining, managing and developing department’s workforce including implementation and monitoring of performance management systems;
7. Overseeing management of finances, preparation of budget estimates, annual work plans and programmes;
8. Maintaining effective collaboration and partnerships with other organs of the County, other Counties and as well as the private sector.
9. Performing any other duties as may be assigned by the relevant Executive Committee Member from time to time.

Requirements for appointment

For appointment to this position, the person should:

- Be a Kenyan citizen;
- Be a holder of at least a first degree in relevant field from a university recognized in Kenya;
- Possession of a master’s degree will be an added advantage;
- Have relevant knowledge and experience of not less than five (5) years in the public Service or Private Sector

- Be conversant with the Constitution of Kenya and all the relevant devolution laws;
- Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity;
- Be a strategic thinker and result oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet timelines;
- Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya;
- Be computer literate.

How to apply:-

Applications shall include a detailed Curriculum Vitae (CV), Copies of academic and professional certificates, testimonials, National Identification Card, and other supporting documents to be sent in a sealed envelope clearly marked with the Position title and Advert Number to:-

**The Secretary/CEO
Wajir County Public Service Board
P O BOX 45 – 70200
WAJIR**

OR

Hand delivered applications can be submitted to the County Public Service Board's offices at Wajir County Headquarters (Ground Floor). Applications should reach us on or before **Friday, 5th July 2024**.

Note:

- Wajir County is an equal opportunity employer; Women, Youth and persons with disability are encouraged to apply.
- Only shortlisted candidates will be contacted.

THE SECRETARY
WAJIR COUNTY PUBLIC SERVICE BOARD