



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF TURKANA
OFFICE OF THE GOVERNOR



JOB ADVERTISEMENT

DECLARATION OF VACANCIES FOR THE TURKANA COUNTY PUBLIC SERVICE BOARD MEMBERS AND BOARD SECRETARY/CEO

Pursuant to the provisions of the County Government Act. No. 17 of 2012 and as provided for under Section 58 of the County Governments (Amendment) Act 2020, the Selection Panel for the recruitment of the Members and the Secretary/CEO of the County Public Service Board wishes to consider applications from suitably qualified, result-oriented and motivated Kenyan citizens for the appointment to the following positions;

i) MEMBER - COUNTY PUBLIC SERVICE BOARD - FIVE (5) POSTS:

REF: TCG/OOG/RP/1/2026

Terms of service: Local contract

Period of Service: To serve for a non-renewable term of six (6) years

Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

Duties and Responsibilities

- i) Establish and abolish offices in the County Public Service;
- ii) 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 Public Service and to confirm appointments;
- iii) Exercise disciplinary control over, and remove persons holding or acting in the public service;
- iv) Prepare regular reports for submission to the County assembly on the execution of the functions of the Board;
- v) Promote in the County Public Service values and principles as referred to in the Kenya's Constitution 2010;
- vi) Evaluate and report to the County Assembly on the extent to which the values and principles of the public service are complied with;
- vii) Facilitate development of coherent, integrated human resource planning and budgeting for personnel emoluments in the County Government;
- viii) Advise the County Government on Human Resource Management and Development;
- ix) Advise the County Government on implementation and monitoring of the national performance management system at the County level;
- x) Make recommendations to the Salaries and Remuneration Commission (SRC), on behalf of the County Government on the remuneration, pensions and gratuities for the County Public Service employees.

Requirements for Appointment

- a) Be a Kenyan citizen;
- b) Be a holder of a first degree from a recognized university in Kenya;
- c) Have knowledge, experience and a distinguished career of not less than five (5) years in a senior management and administrative position in the Public Service or Private Sector;
- d) Should have attended a Senior Management Course (SMC) lasting not less than four (4) weeks at the Kenya school of Government or from any other institution accredited by the

- Kenyan Government. Having attended a Strategic Leadership Development Program (SLDP) lasting not less than six (6) weeks will be an added advantage;
- e) A master's degree from a university recognized in Kenya will be an added advantage;
 - f) Have demonstrable leadership and management capacity including knowledge of the Public Service Management and Strategic Leadership;
 - g) Be conversant with the Constitution of Kenya 2010 and Laws governing County Governments;
 - h) Possess the ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
 - i) Have capacity to work under pressure to meet work-related deadlines;
 - j) Demonstrate understanding and commitment to the national values and principles of governance as outlined in articles 10 and 232 of the Constitution of Kenya 2010; Lastly
 - k) Must satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010 on Leadership and integrity.

ii) SECRETARY/CEO – COUNTY PUBLIC SERVICE BOARD – ONE (1) POST:
REF: TCG/OOG/RP/2/2026

Terms of service: Local contract

Period of Service: To serve for a non-renewable term of six (6) years

Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

Duties and Responsibilities

The Secretary to the Board is the Chief Executive Officer (CEO) and the Accounting Officer of the County Public Service Board. He/she is responsible for the day-to-day running of the board businesses. He/she is also responsible for implementation of the board decisions, management of the secretariat, and ensures compliance with the statutory and regulatory framework governing the county public service.

The Secretary/CEO of the County Public service will be responsible for: -

- i) **Board Governance:** Preparing and circulating agenda and minutes of the board meetings.
- ii) **Accounting Officer:** Managing the Board's financial resources by ensuring lawful, efficient, and transparent usage of public resources under the board.
- iii) **Strategic Management:** Developing and implementing the board's strategic plan, work plans, and performance management systems.
- iv) **Human Resource Management:** Overseeing recruitment, selection, and disciplinary processes of staff working in the board.
- v) **Compliance:** Ensuring adherence to Articles 10 and 232 of the Constitution of Kenya 2010 on values and principles of the public service.
- vi) **Reporting:** Preparing regular and periodic reports on the businesses of the board for submission to the County Assembly within the required guidelines and time-frame.

Requirements for Appointment

- a) **Citizenship:** Be a Kenyan Citizen.
- b) **Education:** Must possess a minimum of a Bachelor's degree from a university recognized in Kenya. A Master's degree is an added advantage.
- c) **Professional Qualification:** Must be a Certified Public Secretary (CPS) recognized in Kenya and a member of the Institute of Certified Secretaries (ICS) in good professional standing. Possession of a Certified Human Resource Professional (CHRP) certification will be an added advantage.
- d) **Management training:** Should have attended a Strategic Leadership Development Program (SLDP) lasting not less than six (6) weeks and a Senior Management Course (SMC) lasting not

less than four (4) weeks at the Kenya school of Government or in any other institution (s) recognized and accredited by the Kenyan Government.

- e) **Experience:** Should possess a working experience of at least ten (10) years, five (5) of which should be in senior management and administrative positions either in the Public or Private Sector.
- f) **Integrity:** Should satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010 by obtaining clearance certificates from EACC, KRA, HELB, CRB, and DCI.
- g) **Skillset:** Should have demonstrable leadership, management capacity, and understanding of devolution.
- h) **Restrictions:** Must NOT be a state officer.

Note: Women, Youth and People Living with Disabilities (PLWD's) are highly encouraged to apply.

How to Apply:

Qualified and interested persons are requested to make their applications, together with copies of their detailed curriculum vitae, Certified Academic and Professional Certificates, Testimonials, National Identity Card or passport and clearance certificates in a plain and sealed envelope clearly marked;

“Application for the Position of Member for the County Public Service Board”

OR

“Application for the Position of the Secretary/CEO of the County Public Service Board”

The applications should be addressed to;

The Chairperson

The Selection Panel for the recruitment of the Members and the Secretary/CEO of the County
Public Service Board for Turkana County
P.O Box 11-30500, Lodwar

Hand-delivered applications and those sent via courier should be submitted to:

NARIG offices; Lodwar Turkana County.

Alternatively, email applications can be sent via email; **tcpsbrecruitment@turkana.go.ke**

All applications should be received on or before 31st March 2026 by 1700hrs.