

# REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF TURKANA

### OFFICE OF THE GOVERNOR

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#### JOB ADVERTISEMENT

Pursuant to the provisions of the County Government Act. No 17 of 2012 and as captured under section 44 of the County Governments (Amendment) Act 2020, the recruitment selection panel for the Chairman Turkana County Public Service Board and County Secretary for Turkana wishes to consider applications from suitably qualified, result oriented and motivated Kenyan Citizens for the appointment of the following positions: -

#### **1. COUNTY SECRETARY – JG ‘T’ (1 POST) TERMS OF SERVICE (LOCAL CONTRACT)- Ref: TCG/OOG-RP/2024/001**

The County Secretary will be the Secretary to the County Executive Committee and head of the County Public Service and will be responsible for the following:

##### **Duties and Responsibilities**

The County Secretary will be the head of the County Public Service Board and will be responsible for the following:

- i. Providing strategic policy direction to improve service delivery in the County Public Service;
- ii. Arranging the business, and keeping the minutes of the County Executive Committee subject to the directions of the executive committee;
- iii. Conveying the decisions of the County Executive Committee to the appropriate persons or authorities and track their implementation;
- iv. Establishing and developing collaboration with national government ministries or departments, partners and other relevant stakeholders;
- v. Ensure efficient management of resources;
- vi. Interpret, disseminate and oversee the implementation of National and County Government policies;
- vii. Coordinate County Government activities;
- viii. Provide direction to county public officers in the County;
- ix. Performing any other functions as directed by the Governor and the County Executive Committee.

## **Requirements for Appointment.**

- i. Be a Kenyan citizen;
- ii. Be a holder of a first degree from a recognized university in Kenya;
- iii. Have knowledge, experience and a distinguished career of not less than ten (10) years in management and administration in the Public Service or Private Sector;
- iv. A master's degree from a recognized University in Kenya will be an added advantage;
- v. Must demonstrate leadership and management capacity including knowledge of Human Resource Management, information Communication Technology, Public financial management;
- vi. Be conversant with the Constitution of Kenya, and Devolution Laws;
- vii. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- viii. Have capacity to work under pressure to meet deadline;
- ix. Demonstrate understanding and commitment to the national values and principles of governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010;
- x. Be a strategic thinker and result oriented;
- xi. Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and integrity;
- xii. Be a member of registered Professional body;

## **Core Competencies:**

The following core competencies and skills that will be required for the position of the County Secretary: -

- i. Knowledge in policymaking, ability to transform vision/manifesto into Government policies and impact understanding of the same to members of staff;
- ii. Institutional development through structures, systems and mechanisms for effective and efficient delivery of service;
- iii. Strong leadership and influencing skills;
- iv. Ability to communicate Government policies, programs, projects and intention to the public and stakeholders;
- v. Ability to develop and set best practices and standards to guide the delivery of services and development agenda;
- vi. Knowledge of national and county specific development goals and obligations, mainstreaming them into the County agenda and hands-on approach to execution of duties.

## **The Salary and Benefits**

The salary and benefits for the post are as advised by the Salaries and Remuneration Commission.

## **2. CHAIRPERSON TURKANA COUNTY PUBLIC SERVICE BOARD – JG ‘SCALE 7’ (1 POST) TERMS OF SERVICE (LOCAL CONTRACT)- Ref: TCG/OOG/RP/002**

The Chairperson for Turkana County Public Service Board will be the Spokesperson and the link between the County Public Service and the County Executive and will be responsible for the following:-

### **Duties and Responsibilities**

The Chairperson of Turkana County Public Service Board will be responsible for the following:-

- i. Establishing and abolishing offices in the County Public Service
- ii. Appointing persons to hold or act in the County Public offices including on the boards of urban areas within the county and to confirm appointments
- iii. Exercise disciplinary control over and removal of persons holding or acting in the county offices as provided for.
- 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 the Values and Principles referred to in Article 10 and 232 of the Constitution of Kenya 2010
- vi.- Evaluate and report to the County Assembly on the extent to which the Values and Principles referred to in Article 10 and 232 of the Constitution are compiled within the County Public Service;
- vii. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the County Advise the County Government on the human resource management and development
- viii. Advise the County Government on the implementation and monitoring of the national performance management system in the county
- ix. . Make recommendation to the Salaries and Remuneration Commission on behalf of the County government on the remuneration, pensions and gratuities for county public service employees

### **Requirements for Appointment.**

- 1) Be a Kenyan citizen;
- 2) Be a holder of a first degree in a relevant field from a recognized university in Kenya;
- 3) Have knowledge, experience and a distinguished career of not less than ten (10) years in management and administration in the Public Service or Private Sector;
- 4) A master’s degree from a recognized University in Kenya will be an added advantage;
- 5) Be conversant with the Constitution of Kenya, and Devolution Laws;
- 6) Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- 7) Have capacity to work under pressure to meet deadline;
- 8) Demonstrate understanding and commitment to the National Values and Principles of

Governance as outlined in the articles 10 and 232 of the Constitution of Kenya 2010;

- 9) Be a strategic thinker and result oriented;
- 10) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity;
- 11) Be a member of registered Professional body;
- 12) Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- 13) Must have attended either a Senior Management Course (SMC) or Strategic Leadership and Development Program (SLDP) from Kenya School of Government or any Management institution recognized in Kenya.
- 14) Have a thorough understanding of Turkana County and its complexities

**Terms of Service:** Local Contract

### **The Salary and Benefits**

The salary and benefits for the post are as advised by the Salaries and Remuneration Commission.

Applicant must attach an application covering letter, curriculum vitae, and certified copies of academic and Professional certificates testimonials, Identity card / Passport, and Clearance Certificates. Those attaching copies of degree certificates from non-Kenyan universities must attach an approval of the degrees from the Commission for University Education.

- i. All applicants are required to obtain clearance from the following institutions:
  - The Criminal Investigation Department (CID)
  - The Higher Educational Loans Board (HELB)
  - The Kenya Revenue Authority (KRA)
  - The Ethics and Anti – Corruption Commission (EACC)
  - The Credit Reference Bureau.
- ii. Only short listed candidates will be contacted.
- iii. Shortlisted candidates will be required to produce their original National Identity Card, Certificates and Testimonials at the interview.
- iv. The County Government of Turkana County is an equal opportunity employer, Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.
- v. Affirmative action as stipulated in the constitution shall be applied.

Hand Delivered applications should be submitted in a sealed envelope to the office of the Chairman Recruitment Selection Panel for Chairperson, Turkana County Public Service Board and County Secretary on or before 10<sup>th</sup> December 2024 by 1700hrs.

The position applied for should be clearly indicated on top of the envelop and addressed to;

**The Chairman**

**Recruitment Selection Panel for Chairperson, Turkana County Public Service Board and  
County Secretary**

**NARIG OFFICES; TURKANA**

**P.O. Box 11-30500**

**LODWAR.**

**Email: [peter.lolem@turkana.go.ke](mailto:peter.lolem@turkana.go.ke)**