

**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF TURKANA**



COUNTY PUBLIC SERVICE BOARD

VACANCIES

The **Turkana County Public Service Board** invites applications from competent and qualified persons to fill the following positions:

REF: TUR/CPSB/001/2022/2023: County Chief Officer, Job Group 'S', Four (4) Posts. (Local Contract).

Details of the Job description and Job requirements are available at www.turkana.go.ke

HOW TO APPLY

Written applications, CV's, copies of certificates, testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,
Turkana County Public Service Board,
P.O. BOX 05, Lodwar, – 30500.**

OR delivered by hand at the reception desk at Turkana County Public Service Board Offices located along Nawoitong road Opposite Lodwar Club located off Kitale-Lodwar highway so as to reach the undersigned on or before **Friday, 7th October, 2022 by 5.00pm. (East African Time).**

Important information to all candidates;

- ❖ Only shortlisted candidates will be contacted
- ❖ Any form of canvassing or lobbying will lead to automatic disqualification

N/B Youth, Women and Persons Living with disability (PWDs) are encouraged to apply.

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REF: TUR/CPSB/001/2022/2023: COUNTY CHIEF OFFICER, JOB GROUP 'S', FOUR (4) POSTS.

Requirements and competencies for appointment: -

- i. Be a Kenyan Citizen
- ii. Be in possession of a first degree in a relevant field from a University recognized in Kenya.
- iii. A Master's degree in a relevant field will be an added advantage.
- iv. Have relevant knowledge and experience of not less than ten (10) years in a Senior Management position in Public Service or Private Sector.
- v. Demonstrate understanding of Devolved Governance.
- vi. Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.
- vii. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- viii. Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.
- ix. Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.
- x. Have Effective Communication Skills.

Duties and responsibilities: -

Reports to the respective County Executive Committee member.

The Officer will be the Accounting and Authorized Officer for the respective County Department and will also be responsible for the following:

- i. General administration and coordination of the respective County Department.
- ii. Administration and management of Human Resource functions.
- iii. Development, implementation and review of policies, Sector Plans and Budgets.
- iv. Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.

- v. Formulation and implementation of effective programs aligned to the CIDP.
- vi. Implementation and monitoring of the Performance Management system in the respective County Department.
- vii. Perform such functions as may be delegated by the County Public Service Board.
- viii. Ensure efficient management of resources and co-ordination of the sectors activities.
- ix. Interpret, disseminate and oversee implementation of national values and County Government policies in the sector.
- x. Undertake the responsibility enlisted in Sec. 149(1) (2) of the public Finance Management Act, 2014 (Revised).
- xi. Undertake the responsibilities enlisted in Sec. 44, 45, 46 and 48 of the Public Procurement and Asset Disposal Act, 2015.
- xii. Prepare Monthly, Quarterly, Annual and any Ad-hoc reports.
- xiii. Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- xiv. Ensure effective service delivery through implementation of laid out policies and regulations.
- xv. Any other duties as may be assigned from time to time.

Terms of Service :(Local Contract.)

NOTE:

Salary, allowances and other benefits are as per the rates prescribed by the Salaries and Remuneration Commission.

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