

**COUNTY GOVERNMENT OF TRANS-NZOIA**

**Email:**  
*cpsbtransnzoia@gmail.com*



**P.O. BOX 4210-30200**  
**KITALE**

**COUNTY PUBLIC SERVICE BOARD**

☎ **Mob: (+254) 713 635 352**

*Transforming the public service workforce*

**VACANCIES**

Trans Nzoia County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the county public service as per the Constitution of Kenya, 2010 and County Governments Act, Section 45.

**COUNTY CHIEF OFFICER (2 POSTS) - JOB GROUP 'S'**

No	Cadre	JG	Advert No.	No. Required
1	Health Corporate Services	S	7/2023	1
2	Roads and Infrastructure	S	8/2023	1

*Requirements for appointment*

- i) Be a Kenyan citizen;
- ii) Have a Bachelor's degree from a University recognized in Kenya. Possession of a Master's degree in a relevant field will be an added advantage;
- iii) Have vast knowledge and experience of not less than 10yrs in the relevant field, 5 of which should be in a senior/managerial position in a large organization;
- iv) **Must** be registered with relevant professional body
- v) Demonstrate thorough understanding of county development objectives and Vision 2030;
- vi) Be a strategic thinker and results-oriented;
- vii) Have excellent communication, organizational and interpersonal skills;
- viii) Have capacity to work under pressure to meet strict timelines;
- ix) Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- x) Demonstrate understanding and commitment to the National Values and Principles of Governance and Values and Principles of Public Service as outlined in Articles 10 and 232 of the Constitution of Kenya;
- xi) Be computer literate;

*Duties and Responsibilities*

The Chief Officer will be the authorized officer and accounting officer in a specific department and shall be responsible to the respective County Executive Committee Member.

*Specific duties will include:*

- ✓ Administration of a county department;
- ✓ Formulation and implementation of programs to attain Vision 2030 and sector goals;

- ✓ Development and implementation of strategic plans and sector development plans;
- ✓ Implementation of policies and regulations;
- ✓ Providing strategic policy direction for effective service delivery;
- ✓ Ensuring compliance with the National Values and Principles of Good Governance and Values and Principles of Public Service as outlined in Articles 10 and 232 of the Constitution of Kenya, 2010; and
- ✓ Performing any other duties as may be assigned from time to time.

Terms of Service: Contract of 3 years renewable.

Salaries and remunerations as prescribed by the Salaries and Remuneration Commission.

### IMPORTANT INFORMATION TO ALL APPLICANTS

- A. A duly filled *CPSB. 1 (2020)* form, written application, CV, copies of certificates, testimonials and national Identity Card should be submitted in a sealed envelope clearly marked on the left side, the position being applied for.
- B. All applications MUST be received on or before 18<sup>h</sup> August 2023 by 5.00 p.m.
- C. Trans Nzoia County Public Service Board is an equal opportunity employer, persons with disability, marginalized and minorities are also encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process.
- E. Our official communication channels are email address [cpsbtransnzoia@gmail.com](mailto:cpsbtransnzoia@gmail.com) and phone number: **0713635352** and *not any other*.
- F. ONLY applicants who meet ALL the requirements will be shortlisted and contacted.
- G. Shortlisted candidates MUST present their original Academic and Professional Certificates during the interview.
- H. ONLY successful candidates will be required to avail the following documents:
  - ✓ Clearance from Higher Education Loans Board (HELB);
  - ✓ Clearance from Criminal Investigations Department (C.I.D);
  - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
  - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate).
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Hand delivered applications can be submitted at the County Public Service Board Offices located next to Kenya Red Cross near St. Anthony Boys High School – Kitale and addressed to:

THE SECRETARY  
TRANS NZOIA COUNTY PUBLIC SERVICE BOARD  
P.O. BOX 4210 - 30200  
KITALE