

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF TANA RIVER
OFFICE OF THE COUNTY PUBLIC SERVICE BOARD
P.O.BOX 181-70101, HOLA
TEL: 0705-458-888
EMAIL: trcpsb@gmail.com**

VACANCY ADVERTISEMENT

COUNTY CHIEF OFFICER (5 Posts)

Terms of Service: Contract

Salaries and Remuneration: As prescribed by the Salaries and Remuneration Commission.

Pursuant to Section 45(1) (a) of the County Governments Act 2012, the County Public Service Board of Tana River wishes to invite applications from suitable and qualified persons for the position of County Chief Officer in the County Government of Tana River in the following departments:-

- 1) Chief Officer, Health & Sanitation.
- 2) Chief Officer, Tourism, Culture, Heritage and Co-ordination of Wildlife Conservation.
- 3) Chief Officer, Enforcement Protection and Counter Violence Extremism.
- 4) Chief Officer, Investment, Liaison, Partnership and Linkages.
- 5) Chief Officer, Environment and Natural Resources

Requirements for Appointment

- i) Be a citizen of Kenya;
- ii) Hold a degree from a university recognized in Kenya (A master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage);
- iii) Have at least ten (10) years knowledge, experience and a distinguished career in the field relevant to the portfolio of the department to which the person is applying for consideration;
- iv) Possess general knowledge of the County Government and functions of the County Government;
- v) Demonstrate an understanding of the County goals, policies and developmental objectives;
- vi) Demonstrate leadership and management capacity including knowledge of financial management and strategic people management skills; and
- vii) Meet the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

Core Competencies

- i) Ability to portray and uphold national values and principles of good governance;
- ii) Be a visionary result oriented strategic thinker;
- iii) Ability to work in a multi-ethnic and multi-cultural environment with sensitivity and respect for diversity;
- iv) Excellent organizational, interpersonal and communication skills; and
- v) Proactive and capacity to work under pressure to meet strict deadlines.

Duties and Responsibilities

The County Chief Officer shall be responsible to the respective County Executive Committee Member for the administration of a county department. He/she shall keep the CECM informed on all-important activities and events connected with the respective department and seek advice and instructions from the CECM before taking decisions on important policy matters.

Specific duties and responsibilities shall include: –

- i) The Chief advisor to the CECM on policy issues and Chief Executive of the department;
- ii) Responsible for overall supervision and performance of the department;
- iii) Implementing government policies, strategic plan and County Integrated Development Plan for the department;
- iv) Facilitating the achievement of the goals and objectives of government and inter-governmental programmes and projects and specifically vision 2030 and sector goals;
- v) Developing and implementing an effective Performance Management System;
- vi) Ensuring efficient effective management and utilization of financial, human and other resources in the department and submitting regular reports as required from time to time;
- vii) Promoting values and principles spelt out in Article 10 and 232 of the constitution of Kenya in the operations of the department;
- viii) As the Authorised Officer, the officer is entrusted with the performance of specific responsibilities delegated to him/her;
- ix) As the accounting officer, the officer is entrusted with the performance of such specific duties and responsibilities as delegated to him/her; and
- x) Performing any other business that the CEC may assign him/her from time to time.

How to Apply

Qualified and interested applicants should visit our portal: www.jobs.tanarivercpsb.go.ke for online job application and submission. Applicants should also upload their applications with updated CV, a copy of National Identity Card, copies of academic and professional certificates, names and contacts of three (3) referees, and other relevant testimonials to:

The Board Secretary / C.E.O.
Tana River County Public Service Board
P.O. Box 181 – 70101
HOLA

Applications should be received on or before **20th November, 2024** at **12:00am**.
All applicants **MUST** comply with the requirements of Chapter Six (6) of the Constitution upon being successfully shortlisted
i.e. be in possession of valid clearance certificates from **HELB, KRA, EACC, DCI (Certificate of Good Conduct) & Credit Reference Bureau (CRB)**.

Kindly note that only shortlisted and successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Tana River County Public Service Board is a credible government institution and therefore all its recruitment are devoid of any payments. You are hereby advised not to entertain fraudsters purporting to be employees of the Board promising to assist you have your appointment letter processed at a fee.

The County Government of Tana River is an Equal Opportunity Employer; Women, the Marginalized and Persons with Disabilities (PWDs) are encouraged to apply.