

**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF UASIN GISHU**



OFFICE OF THE GOVERNOR

JOB DETAILS FOR ADVERTISED POSITIONS: DAILY NATION – 20TH MARCH 2019

Functions and powers of a County Public Service Board

The functions of the County Public Service Board shall be, on behalf of the county government, to:

- Establish and abolish offices in the County.
- Appoint persons to hold or act in the office of the public county offices including the Boards of Cities and Urban areas within the County and to confirm appointments.
- Exercise disciplinary control over, and remove, persons holding or acting on those offices as provided for in this part of the act.
- Prepare regular reports for submission to County Assembly on the execution of the functions of the Board.
- Promote in the county public service values and principles referred to in article 10 and 232 of the Constitution of Kenya;
- Advise the County Government on Human Resource Management and Development.
- Advise County Government on implementation and monitoring of national performance management systems in counties.
- Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government, on the remuneration, pensions and gratuities for the county public service employees.

UGC/GVN/CPSB/01 – CHAIRPERSON: COUNTY PUBLIC SERVICE BOARD- ONE (1) POST

Responsibilities

In addition to the functions and powers of a County Public Service Board, the Chairperson has the following responsibilities:

- Chairing meetings of the Board.
- Provide strategic leadership and policy direction for the Board.
- Maintain effective collaboration and partnerships with other organs of National and County Government.

Requirements for Appointment- Chairperson of the Board

- A Bachelor's degree from a university recognized in Kenya;
- At least Ten(10) years relevant professional experience, – five years of which should have been in a leadership position or at a top management level in the Public Service or Private Sector;
- Possess knowledge of the organization and functions of National and County Government;
- Demonstrate thorough understanding of National Goals, Policies and Developmental objectives including the Kenya Vision 2030;
- Meet the requirements of Chapter Six of the Constitution on leadership and integrity.
- Be a Kenyan citizen.

Terms of Service: Contract

UGC/GVN/CPSB/02 – MEMBER: COUNTY PUBLIC SERVICE BOARD- FIVE (5) POSTS

Responsibilities

In addition to the functions and powers of a County Public Service Board, a Member of the Board has the following responsibilities:

- Regularly attend and participate in board meetings and committee meetings where applicable.
- Read, review and make decisions on requests, board minutes, annual reports, other reports, plans, policies presented before it.
- Perform any other duty as assigned by the Chairperson from time to time.

Requirements for Appointment- Board Member

- A Bachelor's degree from a university recognized in Kenya;
- Have at least Five(5) years relevant professional experience, two of which should have been in a leadership position in the Public Service or Private Sector;
- Possess knowledge of the organization and functions of National and County Government;
- Demonstrate thorough understanding of National Goals, Policies and Developmental objectives including the Kenya Vision 2030;
- Meet the requirements of Chapter Six of the Constitution on leadership and integrity.
- Be a Kenyan citizen.

Terms of Service: Contract

UGC/GVN/CPSB/03 – SECRETARY: COUNTY PUBLIC SERVICE BOARD- ONE (1) POST

Responsibilities

In addition to the functions and powers of a County Public Service Board, the Secretary has the following responsibilities:

- Preparing and circulating minutes and agenda of the Board meetings.
- Provide strategic leadership for effective delivery of Boards mandate as per the mission, vision and strategic plan.
- Oversee management of the finances, preparation and submission of the Boards Annual Plans, Programmes and estimates.
- Make regular reports for submission to the County Assembly on the execution of the functions of the Board.
- Execution of the decisions of the Board.
- Day to day administration of the Secretariat and welfare of staff.
- Ensure staff compliance with public service values, principles and ethical standards.
- Perform any other duty as assigned by the Board from time to time.

Requirements for Appointment- Board Secretary

- A Bachelor's degree from a recognized university in Kenya;
- Be a Certified Public Secretary CPS (K) and of good standing.
- Have at least Five (5) years relevant professional experience, two of which should have been in a leadership position in the Public Service or Private Sector.
- Possess knowledge of the organization and functions of National and County Government;
- Meet the requirements of Chapter Six of the Constitution on leadership and integrity.
- Be a Kenyan citizen.

Terms of Service: Contract