

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF BOMET**

**PUBLIC SERVICE BOARD**

**VACANCIES FOR THE POSITION OF CHIEF OFFICERS**

**AUGUST, 2023**

The County Government of Bomet through the County Public Service Board wishes to fill the vacant positions of **Chief Officers** in the departments as follows:

1. **Health Services**
2. **Lands, Housing and Urban Planning**
3. **Youth and Sports**
4. **Cooperatives**
5. **Administration and Public Service**
6. **Roads, Public Works and Transport**
7. **Information and Communication Technology (ICT)**

### 1. Chief Officer, Health Services – CPSB 02 (1 Post)

#### (a) Duties and Responsibilities

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- v. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

#### (b) Requirement for Appointment

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree in health-related field or social science from a recognized University in Kenya. Master's degree will be an added advantage
- iii. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- iv. Membership to a relevant professional body is an added advantage

- v. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vi. Proven ability in leadership and Management.
- vii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution.
- ix. Be conversant with the constitution of Kenya and Devolution related legislation.
- x. Demonstrate thorough understanding of the County Government plans and operations.

**(c) Terms of Service**

Fixed Term Contract

**2. Chief Officer, Lands, Housing and Urban Planning - CPSB 02 (1 Post)**

**(a) Duties and Responsibilities:**

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

**(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya. Master's degree will be an added advantage.
- iii. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- iv. Membership to a relevant professional body is an added advantage
- v. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vi. Proven ability in leadership and Management.

- vii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution.
- ix. Be conversant with the constitution of Kenya and Devolution related legislation.
- x. Demonstrate thorough understanding of the County Government plans.

**(c) Terms of Service**

Fixed Term Contract

**3. Chief Officer, Youth and Sports - CPSB 02 (1 Post)**

**(a) Duties and Responsibilities**

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vii. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

**(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya. Master's degree will be an added advantage.
- iii. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- iv. Membership to a relevant professional body is an added advantage
- v. Have knowledge, experience and distinguished career of not less than 5 years, three of which in a management position.
- vi. Proven ability in leadership and Management.
- vii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution.

- ix. Be conversant with the constitution of Kenya and Devolution related legislation.
- x. Demonstrate thorough understanding of the County Government plans.

**(c) Terms of Service**

Fixed Term Contract

**4. Chief Officer, Cooperatives - CPSB 02 (1 Post)**

**(a) Duties and Responsibilities**

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

**(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya. Master's degree will be an added advantage.
- iii. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- iv. Membership to a relevant professional body is an added advantage
- v. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vi. Proven ability in leadership and Management.
- vii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution.
- ix. Be conversant with the constitution of Kenya and Devolution related legislation.
- x. Demonstrate thorough understanding of the County Government plans.

**(c) Terms of Service**

Fixed Term Contract

**5. Chief Officer, Administration & Public Service - CPSB 02 (1 Post)**

**(a) Duties and Responsibilities**

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

**(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya. Master's degree will be an added advantage.
- iii. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- iv. Membership to a relevant professional body is an added advantage
- v. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vi. Proven ability in leadership and Management.
- vii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution.
- ix. Be conversant with the constitution of Kenya and Devolution related legislation.
- x. Demonstrate thorough understanding of the County Government plans.

**(c) Terms of Service**

Fixed Term Contract

## 6. Chief Officer, Roads, Public Works & Transport - CPSB 02 (1 Post)

### (a) Duties and Responsibilities

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

### (b) Requirement for Appointment

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya. Master's degree will be an added advantage.
- iii. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- iv. Membership to a relevant professional body is an added advantage
- v. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vi. Proven ability in leadership and Management.
- vii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution.
- ix. Be conversant with the constitution of Kenya and Devolution related legislation.
- x. Demonstrate thorough understanding of the County Government plans.

### (c) Terms of Service

Fixed Term Contract

## **7. Chief Officer, Information & Communication Technology (ICT) - CPSB 02 (1 Post)**

### **(a) Duties and Responsibilities**

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee Member for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

### **(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a recognized University in Kenya. Master's degree will be an added advantage.
- iii. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- iv. Membership to a relevant professional body is an added advantage
- v. Have knowledge, experience and distinguished career of not less than 10 years, five of which in a senior management position.
- vi. Proven ability in leadership and Management.
- vii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution.
- ix. Be conversant with the constitution of Kenya and Devolution related legislation.
- x. Demonstrate thorough understanding of the County Government plans.

### **(c) Terms of Service**

Fixed Term Contract



## **Remuneration for Chief Officer:**

As prescribed by Salaries and Remuneration Commission (SRC)

### **HOW TO APPLY:**

1. Applications can only be **submitted online** on or before **6<sup>th</sup> September, 2023** through Bomet County Public Service Board recruitment portal, [www.cpsbbomet.net](http://www.cpsbbomet.net). **Manual applications will not be accepted.**
2. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required for those shortlisted and **MUST** submit Copies of the following clearances **during the interview:**
  - Kenya Revenue Authority;
  - Higher Education Loans Board;
  - Ethics and Anti-Corruption Commission;
  - Criminal Investigation Department (Certificate of Good Conduct);
  - Credit Reference Bureau (CRB); and
  - For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission for University Education.
3. Only Shortlisted and successful candidates will be contacted.

### **Please Note:**

Bomet County Public Service Board does not charge **ANY FEE** at any stage of the recruitment. Our official email is [cpsb@bomet.go.ke](mailto:cpsb@bomet.go.ke) or [info@cpsbbomet.net](mailto:info@cpsbbomet.net)

**The Secretary /C.E.O  
Public Service Board  
P.O Box 605-20400  
Bomet.**

*“The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification”*

**Dated: 15<sup>th</sup> August, 2023**