

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

JOB ADVERTISEMENT

Pursuant to article 235 1(b) of the Constitution of Kenya and provisions of the County Government Act, No. 17 Of 2012 Section 56, 57 & 58 and Section 18 of the County Government (Amendment) Act 2020, and read together with Public appointments (County Assemblies approval) Act No. 5 of 2017, the selection panel for the appointment of the Chairperson, Members and Secretary/CEO of the Bomet County Public Service Board, wishes to invite applications from competent and suitably qualified persons for the appointment for the following positions:

S/No	Cadre/Advertised Post	No. Of Vacancies	Advert No.
1	Chairperson, Bomet County Public Service Board	1	CPSB/01/25
2	Member, Bomet County Public Service Board	3	CPSB/02/25
3	Secretary/CEO, Bomet County Public Service	1	CPSB/03/25

Overall Duties and Responsibilities of the Board.

- Establish and abolish offices in the County Public Service
- Appoint persons to hold or act in office of 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 in the offices in the County Public Service
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board
- Promote in the County Public Service Board the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya, 2010
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Article 10 and 232 of the Constitution of Kenya are compiled with in the County Public Service Board
- Facilitate the development of coherent integrated Human Resource Planning and Budgeting for personnel emoluments in the County
- Advise the County Government on Human Resource Management and Development.
- Advise the County Government on implementation and monitoring of the National Performance Management System in the County

- x. Make recommendations to the Salaries and Remuneration Commission (SRC) on behalf of the County Government on remuneration, pensions, and gratuities for County Public Service employees
- xi. Perform any other assigned duties from time to time

1. Chairperson, Bomet County Public Service Board (1 Post)

Additional Duties and Responsibilities

The chairperson will be in-charge of Bomet County Public Service Board and shall: -

- i. Chair the Board meetings
- ii. Provide strategic leadership and policy direction to the Board; and
- iii. Maintain effective collaboration and partnership with other organs of National and County Governments

Requirements for Appointment

The applicant should:

- i. Be a Kenyan Citizen.
- ii. Not be a state or public officer
- iii. Be in possession of a Bachelor's degree from a university recognized in Kenya.
- iv. A Masters degree will be an added advantage
- v. Relevant work experience of not less than (10) years.
- vi. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on leadership and integrity.
- vii. Have demonstrated professional competence and managerial capabilities;
- viii. Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- ix. Be able to work under pressure and meet strict deadlines;
- x. Be visionary and strategic in approach;
- xi. Have experience in organizational and/or human resource development.
- xii. Senior public or private sector leadership will be an added advantage.
- xiii. Be a team player with an ability to network; and
- xiv. Demonstrate flexibility and adaptability

Terms of Service

- i. A single non-renewable term of six (6) years.
- ii. Remuneration and benefits as set out by Salaries and Remuneration Commission (SRC).

2. Member, Bomet County Public Service Board (3 Posts)

Requirements for Appointment

The applicant should:

- i. Be a Kenyan citizen
- ii. Not be a state or public officer
- iii. Be a holder of a Bachelor's degree from a University recognized in Kenya;
- iv. Demonstrate a thorough understanding of socio-economic objectives and plans of Vision 2030
- v. Have knowledge, experience and distinguished career of not less than five (5) years at a senior management level in public service or the private sector.
- vi. Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya, 2010.
- vii. Demonstrate ability to work in a multi-disciplinary environment with sensitivity and respect for diversity.
- viii. Satisfy the requirements of Chapter Six (6) of the Constitution

Terms of Service

- i. A single non-renewable term of six (6) years.
- ii. Remuneration and benefits as set out by Salaries and Remuneration Commission (SRC).

3. Secretary/CEO, Bomet County Public Service Board (1 Post)

Requirements for Appointment

The Secretary of the Board shall be the CEO and Accounting officer of the Board. For appointment, the applicant should meet the following requirements:

- i. Be a Kenyan Citizen.
- ii. Possess a minimum of a Bachelor's Degree from a University recognized in Kenya.
- iii. A Master's Degree or higher qualification will be an added advantage.
- iv. Must be a Certified Public Secretary and in good professional standing.
- v. Have working experience of at least ten [10] years in their respective profession, five [5] of which should be in administration and management.
- vi. Knowledge in financial management will be an added advantage.
- vii. Be a professional who demonstrates absence of breach of the relevant professional code of conduct
- viii. Satisfy the requirement of leadership and integrity in Chapter Six of the Constitution of Kenya 2010,
- ix. Demonstrate clear understanding of National and County Government goals, policies and developmental objectives including values and principles of governance, as well as demonstrate an appreciation of the diversity within the County.

- x. Have thorough knowledge of the structural, legislative and regulatory framework of the Public Service.
- xi. Demonstrate flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Facilitating, coordinating and ensuring execution of the Board's mandate;
- ii. Accounting and Authorized Officer of the Board;
- iii. Overall in-charge of the Secretariat;
- iv. Planning and Budgeting for the Board;
- v. Custodian of all Records, Assets and Minutes of the Board;
- vi. Implementing decisions of the Board;
- vii. Preparing both periodic and adhoc reports for submission to the County Assembly on the execution of the functions of the Board.
- viii. Preparing the Agenda for Board meetings in consultation with the Chairperson of the Board and taking minutes during the Board Meeting
- ix. Initiating programmes and activities for staff performance and reward management;
- x. Preparing and submitting programmes and strategies necessary for achievement of Board's mandate for the approval of the Board;
- xi. Carrying out any other duties as may be assigned from time to time by the Boar

Terms of Service

- i. A single non-renewable term of six (6) years
- ii. Remuneration and benefits as set out by Salaries and Remuneration Commission (SRC)

Application Guidelines

1. Each application should include a detailed Curriculum Vitae, certified copies of relevant academic and professional certificates and testimonials, copy of National Identity Card or valid passport, current telephone number(s) and other relevant documents.

2. Shortlisted candidates are required to submit clearance documentation from:

- a) Directorate of Criminal Investigations - (Certificate of Good Conduct)
- b) The Kenya Revenue Authority - (Tax Compliance Certificate)
- c) The Ethics and Anti-Corruption Commission – (Self-Declaration Form)
- d) The Higher Education Loans Board - (Clearance Certificate)
- e) Credit Reference Bureau - (Credit Report and Certificate of Clearance)

3. All applications should be in a plain and sealed envelope clearly marked “Application for the Chairperson of the County Public Service Board” or “Application for the member of the County Public Service Board” or “Application for the position of Secretary/CEO, County Public Service Board” (as the case may be) on the envelope.

4. Applications may be delivered in any one of the following ways:

a) The post office through ordinary or registered mail, addressed to:

The Chairperson
Selection Panel for the Secretary/ CEO and Member of the County Public Service Board
Office of the Governor
County Government of Bomet
P.O. Box 19-20400
Bomet

b) Hand delivered in a sealed envelope to:

The Office of the Governor,
County Government of Bomet
Headquarters Building,
Bomet

5. Only Shortlisted and successful candidates will be contacted.

6. Applications should be submitted on or before 14th November, 2025, 5:00 p.m., East African Time

Note:

The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply.

**The Chairperson
Selection Panel for the Secretary/ CEO and Member of the County Public Service Board
P.O. Box 19-20400
BOMET.**