

COUNTY GOVERNMENT OF LAMU
EXTERNAL ADVERTISEMENT
OCTOBER, 2022

1. COUNTY EXECUTIVE COMMITTEE MEMBERS.

Pursuant to Section 35 and 45 of the provisions of The County Government Act, (2012) H.E. the Governor, Lamu County wishes to consider applications from highly qualified, results-oriented and self-motivated Kenyan citizens for appointment to the following positions;

POSITION TITLE	COUNTY EXECUTIVE COMMITTEE MEMBERS
TERMS OF SERVICE	2 YEARS CONTRACT (Renewable based on satisfactory performance)
POSTS	7

The salary and other allowances for this position are as issued by the Salaries and Remuneration Commission.

No. of Departments

1. Finance, Budget, Strategy and Economic Planning.
2. Agriculture, Irrigation and Food Security.
3. Fisheries, Blue Economy, Livestock and Co-operatives Development.
4. Health Services, Sanitation and Environment.
5. Lands, Physical Planning, Urban Development, Energy, Water and Natural Resources, Infrastructure and Public Works.
6. Education, ICT, Gender, Youth Affairs, Sports, Community Development and Social Services.
7. Tourism, Culture, Trade and Investment.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. To supervise the administration and delivery of services in the respective departments of the County Government and all decentralized units and agencies in the County.
- ii. Implement County Legislations and Policies.
- iii. Implement within the county, national legislation to the extent that the legislation sore-quires.

- iv. Manage and coordinate the functions of the county administration and its Departments.
- v. Provide the County Assembly with full and regular reports on matters relating to the County.
- vi. May advise the Governor on matters within his area of jurisdiction.

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the ideal candidate shall be required to:

- i. Be a Kenyan citizen;
- ii. Be in possession of a first degree from a University recognized in Kenya.
- iii. Satisfy the requirements of Chapter Six of the Constitution.
- iv. Understand the diversity, challenges and opportunities within the County;
- v. Should not hold any other State or Public Office;
- vi. Be conversant with the Constitution of Kenya and all the devolution laws;
- vii. Be a visionary and strategic thinker;
- viii. Have the ability to work in a multi-ethnic and multicultural environment with sensitivity and respect for diversity;
- ix. Have capacity to work under pressure to meet strict deadlines;
- x. Be committed to be part of a team that will enable the County Government achieve its vision.

2. COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE

Pursuant to Section 44(1) of the County Governments Act, (2012) read with Section (15) of the County Governments Amendment Act, (2020), the County Government of Lamu wishes to recruit competent and qualified persons to fill the position of the Country Secretary and Head of Public Service as follows;

POSITION TITLE	COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE
JOB GROUP	T
TERMS OF SERVICE	5 YEARS CONTRACT
POSTS	1

The salary and other allowances for this position are as issued by SRC from time to time.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Head of the County Public Service and Secretary to the County Executive Committee;
- ii. Responsible for arranging the business and keeping the minutes of the County Executive Committee;
- iii. Ensure efficient management of resources;
- iv. Co-ordination of County Government Programmes;
- v. Interpret, disseminate and oversee implementation of National and County Government Policies;
- vi. Convey the decisions of the Executive Committee to appropriate persons or authorities;
- vii. Provide direction and guidance to public officers in the County;
- viii. Ensure promotion of values and principles spelt out in Article 10 and 232 of the Constitution of Kenya in the operations of the County;
- ix. Coordinate and ensure smooth running of all County Government Departments and ensure no overlap of activities; and
- x. Perform any other duties as directed by the County Executive Committee.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to:

- i. Be a Kenyan Citizen;
- ii. Be in possession of a Bachelor's Degree in a relevant field from a University recognized in Kenya;
- iii. Have at least ten (10) years relevant professional experience.
- iv. Have at least five (5) years experience in a leadership position at senior management level in the Public or Private Sector;
- v. Possess adequate knowledge of organization and functions of government;
- vi. Have a thorough knowledge of the structural, legislative and regulatory framework of the Public Service;
- vii. Be computer literate; and
- viii. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

IMPORTANT NOTE:

- 1.** Those with Degrees from foreign Universities should attach proof of accreditation from the Commission for University Education;
- 2.** Shortlisted candidates will be required to produce the original National Identity Card, Academic and Professional Certificates and other relevant supporting documents;

- 3.** Any form of Canvassing will lead to automatic disqualification;
- 4.** The appointment of persons for the above positions shall be through a competitive process and so the County Government of Lamu being an equal opportunity Employer encourages Women, Persons Living with Disabilities and Marginalized Groups to apply;
- 5.** Candidate(s) shortlisted for offer of this job will be required to satisfy the requirements of Chapter Six of the Constitution by providing the following clearances;
 - a)** Kenya Revenue Authority, (KRA)
 - b)** Higher Education Loans Board, (HELB)
 - c)** Ethics & Anti-Corruption Commission, (EACC)
 - d)** Police Clearance Certificate, (DCI)

All applications through mail or hand delivery should be submitted in sealed envelope to the Office of the County and Head of Public Service on or before **Friday 14th October, 2022** as follows;

THE COUNTY SECRETARY AND
HEAD OF PUBLIC SERVICE
LAMU COUNTY
P.O. BOX 74 – 80500
LAMU.