



LAMU COUNTY GOVERNMENT

County Public Service Board



JOB VACANCIES

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the below positions in compliance with the Constitution of Kenya and County Government Act.

COUNTY CHIEF OFFICERS.

'CPSB 02' (8 Posts)

REF: LCPSB/ADV/2022/10

**Terms of Service: Two (2) Years Contract
(Renewable on satisfactory performance)**

No. of Departments

1. Education, Technology, Gender, Youth Affairs, Sports, Community Development and Social Services.
2. Fisheries, Blue Economy, Livestock and Co-operative Development.
3. Agriculture, Irrigation and Food Security.
4. Natural Resources, Lands, Physical Planning and Urban Development.
5. Roads, Transport, Infrastructure, Public Works, Energy and Water Services.
6. Climate Change, ICT, E-government and Citizen Participation.
7. Tourism, Culture, Trade and Investment.
8. Public Service Management and Administration, Devolution, Disaster Management and Resource Mobilization.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenyan Citizen;
- ii. Have a Bachelor's degree in a relevant field from a university recognized in Kenya;
- iii. Ten (10) years general experience of which five (5) years' experience in managerial position in Public or Private Sector;

- iv. Be conversant with the Constitution of Kenya and all the devolution laws;
- v. Be a strategic thinker and result oriented;
- vi. Demonstrate understanding of County Development objectives and Vision 2030;
- vii. Have good communication, organizational and interpersonal skills;
- viii. Have capacity to work under pressure to meet timelines;
- ix. Have ability to work in a multi – ethnic environment with sensitivity and respect for diversity;
- x. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya; and
- xi. Be computer literate.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. The County Chief Officer shall be the Accounting and Authorized Officer in a specific County Department in a respect of exercise of delegated power;
- ii. The Chief Officer shall be Authorized Officer in the County Department and shall be the responsible to the respective County Executive Committee Member for the administration of the County

- Department as provided under Section 46 of the County Governments Act, 2012;
- iii. Formulation and implementation of effective programs to attain Vision 2030 and Sector Goals;
- iv. Development and implementation of Strategic Plans and Sector Development Plans;
- v. Implementation of Policies and Regulations;
- vi. Providing Strategic policy direction for effective service delivery;
- vii. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- viii. Performing any other duties as may be assigned by the Governor from time to time.

**DEPARTMENT OF LAMU
MUNICIPALITY**

MUNICIPALITY MANAGER.

'CPSB 04' (1 Post)

REF: LCPSB/ADV/2022/11

**Terms of Service: Three (3) Years Contract
(Renewable on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenyan citizen;
- ii. Hold a Bachelor's Degree in Urban Management, Public Administration, Business Management or any other relevant Degree from a university recognized in Kenya;
- iii. Possession of a relevant Master's Degree would be an added advantage;
- iv. Have at least Seven (7) years of experience, two (2) years of which must have been in a senior management level in reputable organization;
- v. Be computer literate in Microsoft package from a recognized institution;

- vi. Understanding National goals, Policies and Development objectives of Vision 2030;
- vii. Excellent communication and interpersonal skills;
- viii. Demonstrate a thorough understanding of socio-economic dynamics in Lamu County;
- ix. Be a strategic thinker and result oriented Wide knowledge in Urban Development Policies and Financial Management;
- x. Good knowledge and interpretation of key and related Urban Areas and Cities Legislations and Policies, Knowledge of Municipal Operations and Delegation of Powers; and
- xi. Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity;

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Answerable to the board and implement the decisions and functions of the board as per Urban Areas and Cities Act, 2011 Section 20 and 21
- ii. Manage Administration issues of the Lamu Municipality in accordance with the Urban and Cities Areas Act, 2011 and other applicable legislations.
- iii. Formulation and implementation of policies, strategies, plans and programs within the Lamu Municipality.
- iv. Develop, implement an integrated Development Plan and monitor its progress.
- v. Prepare and present for approval to the Board of the Municipality, an annual estimate of revenue and expenditure.
- vi. Be principally responsible for building and maintaining a strong alliance and

**DEPARTMENT OF PUBLIC
HEALTH, ENVIRONMENT AND
SANITATION**

ENVIRONMENTAL & SOCIAL

SAFEQUARD OFFICER

'CPSB 10' (1 Post)

REF: LCPSB/ADV/2022/12

**Terms of Service: Three (3) Years Contract
(Renewable on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates must:

- i. Be a Kenyan citizen;
- ii. Have Bachelor's Degree in any of the following disciplines: Climate Change and Climate Systems; Meteorology, Environmental Science/Natural Resources, Environmental Studies and Natural Resource Sciences or related fields from a recognized university;
- iii. Have minimum of two (2) years working experience in Environment and Social Safe Guard;
- iv. Demonstrate knowledge and experience in conducting Environmental assessments and development of effective tools, ability to coach others in the application of the tools;
- v. Be Member of Environment Institute of Kenya (EIK);
- vi. Have Certificate in computer applications from a recognized Institution; and
- vii. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Provide technical advice to county and other implementing partners on issues related to social safeguards;
- ii. Develop public education and awareness materials on social safeguards;

effective working relationships between the Board and the civil society, private sector and community-based organizations.

- vii. Prepare, and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.
- viii. Act as Board Secretary and as an ex-officio member of all committees of the Board.
- ix. Exercise supervision over all Departments and Agencies of the Lamu Municipality and coordination of its activities.
- x. Enforce the provisions of the Municipality Charter, Municipal By-laws, all applicable laws and other Municipality decisions.
- xi. Prepare and administer the annual Municipality budget. Administer Municipality utilities and property.
- xii. Encourage and support regional and intergovernmental cooperation.
- xiii. Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community.
- xiv. Exercise such other powers as may be prescribed by Municipal Charter, by-laws and applicable laws.
- xv. Any other relevant duties assigned by the Board from time to time.

- iii. Coordinate capacity building activities on social safeguards at county level;
- iv. Review and update proposal formats and reporting systems in relation to social safeguards where necessary to improve the project implementation process in consultation with the relevant stakeholders;
- v. Ensure compliance of project intervention with the requirements set out in the safeguard documents (ESMF, VMG, PF, SA, RPF etc.) specific to FLLOCA project;
- vi. Prepare and submit quarterly and annual reports on social safeguards to the fund Administrator in consultation with the implementing partners; and
- vii. Undertake any other duties assigned by the Fund Administrator.

HOW TO APPLY

Qualified and interested candidates should download and dully fill job application form provided on our website www.lamu.go.ke /www.lamu-cpsb.org together with required documents and send to;

**The Secretary
Lamu County Public Service Board
P.O.Box 536-80500
Lamu.**

Applicants must attach photocopies of the following documents:

1. National Identity Card
2. Academic: Professional Certificates and Testimonials.
3. Copies of clearance certificates from Higher Education Loans Board (HELB); Kenya Revenue Authority (KRA); Criminal Investigation Department (CID); Ethics and Anti – Corruption Commission (EACC); and Credit Reference Bureau (CRB) and respective professional bodies.
4. Any other relevant supporting documents.

Important information

- The applications should reach the County Public Service Board on or before **4th November,2022 at 5:00pm**
- Those with Degrees from foreign Universities should attach proof of accreditation from the Commission for University Education
- Only shortlisted candidates will be contacted
- Canvassing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.