



## COUNTY GOVERNMENT OF ISILOLO

# ADVERTISEMENT OF VACANCY

Pursuant to the provisions of Section 44 of the County Governments Act, no 17 of 2012 [as amended by Section 15 of the County Governments (Amendment) Act, No. 11 of 2020] the County Government of Isiolo wishes to recruit a qualified and suitable person to fill the following position;

### COUNTY SECRETARY – JG 'T' (1 POST)

The County Secretary will be the Secretary to the County Executive Committee and the Head of the County Public Service.

#### Duties and responsibilities;

- Responsible for arranging the business, taking and keeping the minutes of the County Executive Committee
- Conveying the decisions of County Executive Committee to the appropriate persons or authorities
- Providing strategic policy direction to improve service delivery in the County Public Service
- Ensuring efficient management of County resources, coordination and implementation of County Government Policies.
- Interpreting, disseminating and overseeing implementation of National and County Government policies.
- Coordinating county state functions.

#### Requirements for Appointment;

- Be a Kenyan Citizen
- Have a Bachelor's degree in a relevant field i.e. Business Management, Administration, Human Resource Management, Public Administration or relevant Social Sciences from a university recognized in Kenya.
- Have at least ten (10) years relevant professional experience;
- Have at least five (5) years' experience in a leadership position at senior management level in a public service or private sector organization: and
- Satisfies the requirements of Chapter Six of the Constitution of Kenya, 2010.
- A Master's degree in the relevant field from a university recognized in Kenya, Strategic leadership training certification from the Kenya School of Government as well as knowledge of the structure, legislative and regulatory framework of the public service will be added advantages.

#### How to apply: -

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport and Clearance Certificates clearly indicating the position applied for on top of the envelope by **5.00 p.m. on Thursday 22nd September, 2022** to: -

THE SECRETARY  
SELECTION PANEL  
OFFICE OF THE COUNTY SECRETARY BUILDING  
P.O. BOX 36-60300  
ISILOLO