



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF LAIKIPIA

P.O. BOX 1271 – 10400, NANYUKI



SELECTION PANEL FOR RECRUITMENT OF THE LAIKIPIA COUNTY PUBLIC SERVICE BOARD

Article 235 of the Constitution of Kenya [2010] read together with **Section 57** County Governments Act (No. 17 of 2012) establishes a County Public Service Board in each County that is duly responsible for the staffing of the county government.

Consequently, pursuant to Sections 58 & 58A of the County Governments Act [No. 17 of 2012], the County Government of Laikipia is seeking to recruit highly competent, proactive and self-driven individual to fill the following position;

JOB TITLE: MEMBER, LAIKIPIA COUNTY PUBLIC SERVICE BOARD

NO. OF POSTS: One (1) Post a) Job Description

Together with other Board members, the Member will be responsible for the following duties & responsibilities:

- (i) Establish and abolish offices in the County Public Service;
- (ii) Appoint persons to hold or act in offices of the County Public Service and confirm appointments;
- (iii) Exercise disciplinary control over and remove, persons holding or acting in those offices as provided for in law;
- (iv) Advising the County Government on Human Resource Management and Development;
- (v) Advising the County Government on implementation and monitoring of the national performance management system in the county;
- (vi) Ensure a lean and efficient organization structure and facilitate the development of coherent integrated human resource planning and budgeting for personnel emoluments in the county;
- (vii) Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government, on the remuneration, pensions and gratuities for the county public service employees;
- (viii) Ensure the preparation of regular reports on the execution of the functions of the Board as per Section 59 (d & f) of the County Government Act, 2012 and submit the same to the County Assembly;
- (ix) Evaluate and report to the County Assembly on the extent to which the values and principles outlined in Article 10 and 232 are complied with in the county public service;
- (x) Perform any other relevant duties as per the County Governments Act

Requirements and competencies for appointment

- a) Be a Kenyan Citizen
- b) Satisfy the requirement of leadership and integrity in Chapter Six of the Constitution of Kenya 2010;
- c) Possess a minimum of a Bachelor's Degree from a university recognized in Kenya. A Master's Degree or higher qualification will be an added advantage;
- d) Have at least Five (5) years' working experience in their respective profession;
- e) Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- f) 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;
- g) Have thorough knowledge of the structural, legislative and regulatory framework of the Public Service;
- h) Demonstrate a high degree of professional competence, leadership, communication skills, good judgement and commitment to public service.
- i) Demonstrate flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

Terms of engagement: 6 year non-renewable contract. There is option of working part-time

Salary and benefits: As per Salaries & Remuneration Commission (SRC) Guidelines

IMPORTANT INFORMATION TO ALL APPLICANTS

- A. All applications **MUST** be received on or before **THURSDAY 31st JULY 2025 by 5.00 p.m.**
- B. All applications must be accompanied with; An application letter clearly quoting the position you are applying for, Updated Curriculum Vitae, Copies of relevant academic and professional certificates, copy of National Identity Card and any other relevant supporting documents. Applicants to ensure that they clearly indicate a reliable call-phone number and email address that they can be contacted through;
- C. County Government of Laikipia is an equal opportunity Employer and hence Persons Living with disability, marginalized and minorities are also encouraged to apply.
- D. County Government of Laikipia and all its agencies and/or bodies **DO NOT** charge any fee at any stage of the recruitment and selection process.
- E. **ONLY** applicants who meet **ALL** the requirements will be shortlisted and contacted.
- F. Shortlisted candidates **MUST** present their original academic and Professional Certificates during the interview
- G. **ONLY** successful candidates will be required to avail the following documents:
 - Clearance from Higher Education Board [**HELB**];
 - Clearance from Criminal Investigations Department [**DCI**];
 - Clearance from the Ethics and Anti-Corruption Commission [**EACC**];
 - Clearance from Credit Reference Bureau [**CRB**]; and
 - Clearance from Kenya Revenue Authority [**Tax Compliance Certificate**].

H. Canvassing in any form will lead to automatic disqualifications.

I. Clearly addressed applications should be submitted in the following ways;

1. **Application sent via Postal Services:** To be addressed to **The Chairperson, Laikipia County Public Service Board Selection Panel, P.O. BOX 1271 – 10400, NANYUKI**

NB: The applicants to clearly indicate on the BOTTOM LEFT of the envelope the position they are applying for.

2. Hand delivered Applications: To be delivered to

The Laikipia County Public Service Board Selection Panel Secretariat,

Situated within the Governor's Office Compound along Mt. Kenya 10 Road.

NB: The applicants to clearly indicate on the BOTTOM LEFT of the envelope the position they are applying for.

3. Emailed applications:

To be sent as **ONE merged PDF** document to: **selectionpanel@laikipia.go.ke**

NB: The applicants to clearly indicate on the SUBJECT OF THE EMAIL the position they are applying for.