

COUNTY GOVERNMENT OF KITUI



THE SELECTION PANEL FOR APPOINTMENT OF COUNTY SECRETARY, COUNTY ATTORNEY AND SECRETARY, COUNTY PUBLIC SERVICE BOARD P.O BOX 33 – 90200 KITUI

THE CONSTITUTION OF KENYA THE COUNTY GOVERNMENTS ACT (CAP. 265) THE COUNTY ATTORNEY ACT (CAP. 265E) THE PUBLIC APPOINTMENTS (COUNTY ASSEMBLIES APPROVAL) ACT (CAP. 265B)

VACANCIES IN THE POSITIONS OF COUNTY SECRETARY, COUNTY ATTORNEY AND SECRETARY, COUNTY PUBLIC SERVICE BOARD

WHEREAS Sections 44, 58 and 58A of the County Governments Act (Cap. 265) provide for the establishment of the Office of the County Secretary and the procedure for appointment of County Secretary;

AND WHEREAS Sections 4, 5 and 6 of the Office of the County Attorney Act (Cap. 265E) provide for the establishment of the Office of the County Attorney and the procedure and qualifications for appointment of the County Attorney;

AND WHEREAS Sections 57, 58 and 58A of the County Governments Act (Cap. 265) provide for the establishment of the County Public Service Board and the procedure for nomination and appointment of members of the County Public Service Board, including the Secretary to the Board;

FURTHER WHEREAS, through Gazette Notice No. 125 of 13th June, 2025, the Governor appointed the Members of the Selection Panel for the Recruitment of County Secretary, County Attorney and Secretary, County Public Service Board;

NOW THEREFORE, the Selection Panel for the Recruitment of County Secretary, County Attorney and Secretary, County Public Service Board invites applications from qualified individuals who satisfy the provisions of the relevant laws for the three positions as outlined below:

1. COUNTY SECRETARY (REF CS/CGKTI/01/2025) – ONE (1) POSITION

PURSUANT to Section 44(2) of the County Governments Act (Cap. 265), a person shall be qualified for appointment as County Secretary if that person:

- (a) is a citizen of Kenya;
- (b) holds a degree from a university recognized in Kenya;
- (c) has at least ten (10) years relevant professional experience;
- (d) has at least five (5) years' experience in a leadership position at senior management level in a public service or private sector organization; and
- (e) meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

Terms of Service: Six (6) Year Contract.

Remuneration: As determined by the Salaries and Remuneration Commission (SRC).

2. COUNTY ATTORNEY (REF CA/CGKTI/02/2025) – ONE (1) POSITION

PURSUANT to Section 5 of the Office of the County Attorney Act (Cap. 265E), a person qualifies for appointment as County Attorney if such person:

- (a) is an Advocate of the High Court of Kenya of at least five (5) years standing; and
- (b) meets the requirements of Chapter Six of the Constitution.

Terms of Service: Six (6) Year Contract.

Remuneration: As determined by the Salaries and Remuneration Commission (SRC).

3. SECRETARY, COUNTY PUBLIC SERVICE BOARD (REF SCPSB/CGKTI/03/2025) – ONE (1) POSITION

PURSUANT to Section 58(3) of the County Governments Act (Cap. 265), a person shall be appointed as Secretary, County Public Service Board, if that person:

- (a) is a certified public secretary of good professional standing;
- (b) satisfies the provisions of Chapter Six of the Constitution;
- (c) is not a state or public officer;
- (d) has not, at any time within the preceding five years, held office, or stood for election as—
 - (i) a member of Parliament or of a county assembly; or
 - (ii) a member of the governing body of a political party;
- (e) is, or as at any time been, a candidate for election as a member of Parliament or of a county assembly;
- (f) is, or has at any time been, the holder of an office in any political organisation that sponsors or otherwise supports, or has at any time sponsored or otherwise

supported, a candidate for election as a member of Parliament or of a county assembly;

- (g) possesses a minimum of a bachelor's degree from a recognised university and working experience of not less than five (5) years; and
- (h) is a professional, demonstrates absence of breach of the relevant professional code of conduct.

Terms of Service: Six (6) Year Contract.

Remuneration: As determined by the Salaries and Remuneration Commission (SRC).

APPLICATION PROCESS

(a) Required Documents

Each application must be accompanied by:

- (i) a detailed curriculum vitae;
- (ii) certified true copies of academic and professional certificates (degree certificates from non-Kenyan universities must be accompanied by an approval of the degrees from the Commission for University Education);
- (iii) a copy of the applicant's National Identity Card or valid Passport; and
- (iv) testimonials and other relevant supporting documents.

(b) Clearance Certificates

Applicants are required to attach current and valid clearance certificates from the following institutions as part of their application:

- i. The Kenya Revenue Authority (KRA);
- ii. The Higher Education Loans Board (HELB);
- iii. A Credit Reference Bureau (CRB);
- iv. The Directorate of Criminal Investigations (DCI); and
- v. The Ethics and Anti-Corruption Commission (EACC).

NOTE: The provisions of Section 9(5) of the Employment Act, Cap. 226 states that "*...an applicant for a state office shall provide compliance or clearance certificates at such times in the recruitment or approval process as they may be required*".

(c) Submission Instructions

Applicants must clearly indicate the reference number of the position they are applying for in the letter of application and/or on the envelope for hand-delivered applications and/or in the subject line of the email for email submissions, as follows: **COUNTY SECRETARY (REF: CS/CGKTI/01/2025), COUNTY ATTORNEY (REF: CA/CGKTI/02/2025), or SECRETARY, COUNTY PUBLIC SERVICE BOARD (REF: SCPSB/CGKTI/03/2025).**

Applicants applying for more than one position must submit each application separately.

(d) Mode of Submission

Applications may be submitted either:

1. By hand: Deliver in a sealed envelope to the Secretariat of the Selection Panel at the Deputy Governor's Boardroom, off Kwa Ngindu Road – Savaani Road, opposite Kitui Central Constituency CDF Offices, between 8:00 a.m. and 5:00 p.m.

or

2. By email (PDF format only):

- For County Secretary Position: recruitcountysecretary@kitui.go.ke
- For County Attorney Position: recruitcountyattorney@kitui.go.ke
- For Secretary, County Public Service Board Position: recruitsecretarycpsb@kitui.go.ke

Applications should be addressed to:

The Chairperson

Selection Panel for the Recruitment of County Secretary, County Attorney & Secretary, County Public Service Board

KITUI

The deadline for Submission:

All applications must be received **on or before Monday, 21st July 2025 at 5:00 p.m.**

The names of all applicants, shortlisted candidates and the interview schedule for the shortlisted candidates will be published on the official County Government website: www.kitui.go.ke.

Only shortlisted candidates shall be contacted.

Nominees for appointment will appear before the relevant committee of the County Assembly for vetting and approval.

Chairperson,

The Selection Panel for the recruitment of County Secretary, County Attorney & Secretary, County Public Service Board.