

1. CHIEF OFFICER: Women, Children and Vulnerable Groups Job Group ‘S’- 1 post- (Reserved for Women)

Duties and Responsibilities

Reporting to the respective County Executive Committee Member, the Officer will be the Accounting and Authorized Officer for the Department and will also be responsible for the following:

- i) General administration and coordination of the respective County Department.
- ii) Development, implementation and review of policies, Sector Plans and Budgets.
- iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programs.
- iv) Formulation and implementation of effective programs aligned to County visions and sector goals
- v) Implementation and monitoring of the Performance Management system.
- vi) Ensuring that Departmental staff are capacity built for effective service delivery.
- vii) Organizing and coordinating consultative forums with Stakeholders
- viii) Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- ix) Ensure effective service delivery through implementation of laid out policies and regulations.
- x) Any other duties as may be assigned from time to time.

Requirements for Appointment

- a) Be a Kenyan Citizen
- b) Be in possession of a first degree in a relevant field from a University recognized in Kenya.
- c) Have relevant knowledge and experience of not less than seven (7) years in a Senior Management position in Public Service or Private Sector.
- d) Demonstrate understanding of Devolved Governance.
- e) Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.
- f) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- g) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.
- h) Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.

A Master's degree in a relevant field will be an added advantage.

Terms of Service: Contract

Salary: As prescribed by SRC