



REPUBLIC OF KENYA
MINISTRY OF PUBLIC SERVICE, GENDER AND AFFIRMATIVE ACTION
STATE DEPARTMENT FOR PUBLIC SERVICE

**DECLARATION OF A VACANCY: SECRETARY/CEO, HUDUMA KENYA SERVICE
DELIVERY PROGRAMME**

The Ministry of Public Service, Gender and Affirmative Action seeks to recruit highly motivated, visionary, dynamic and results oriented individuals of demonstrated high integrity, innovation and ability to deliver results to fill a vacant position of Secretary/CEO at the Huduma Kenya Service Delivery Programme and invites applications from suitably qualified persons.

The Huduma Kenya Service Delivery Programme was established through the Kenya Gazette Notice No. 2177 (Vol CXVI-No. 43 of 4th April, 2014 to transform service delivery in the Public Service by providing a one-stop shop access to Government Services.

Requirements for appointment

- i. Minimum of fifteen (15) years relevant experience, three (3) years of which should have been served as a Director or in a comparable and relevant position in the public or private sector;
- ii. Master's degree in any of the following disciplines; Development Studies, Strategic Management, Public Policy Management, Public Sector Management, Business Administration, Public Administration, Entrepreneurship, Economics or Project Management or equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: Economics/Statistics, Human Resource Management, Law, Public Administration, Business Administration, Engineering, Computer Science or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution; and
- v. Certificate in computer applications from a recognized Institution.

Skills and Competences

- Leadership, Communication, Analytical, Interpersonal, Negotiations, Problem solving and thought leadership skills.
- Thorough knowledge in computer information systems, data security and management, computer infrastructure and networking.

Attributes

- Ability to articulate, interpret and implement national policies and development goals;

- Ability to lead a highly dynamic team;
- Organizational, conceptual and managerial abilities;
- Commitment to producing results;
- Ability to interpret and respond to demands of a rapidly, changing technological environment;
- Ability to initiate and build relevant networks for efficient service delivery to the citizens.

Other Requirements

The prospective applicant shall provide evidence of compliance with provisions of Chapter six of the Constitution of Kenya by presenting clearance certificates from the following:

- Higher Education Loans Board;
- Directorate of Criminal Investigation;
- Kenya Revenue Authority;
- Ethics and Anti-Corruption Commission; and
- Credit Reference Bureau.

Job Purpose

The Secretary/Chief Executive Officer will have overall responsibility in the implementation of the Vision of the Huduma Kenya Service Delivery Programme and management of resources under the Programme. This position reports to the Principal Secretary, State Department for Public Service.

Duties and Responsibilities

- Providing vision and leadership in research and development of corporate strategy, policy and legal frameworks for implementation of the Huduma Kenya Service Delivery Programme;
- Providing overall day to day leadership and administration of operations, staff, finances and physical facilities of the Programme;
- Providing leadership in the development and maintenance of a well-integrated service delivery ecosystem to the citizens;
- Developing, maintaining and promoting a good working relationship with partners and all stakeholders in promoting the principles of good governance in the programme;
- Maintaining a conducive work environment for attracting, retaining and motivating employees while fostering a performance culture that promotes ethical practices;
- Ensuring compliance with applicable statutory and regulatory requirements while establishing mitigation measures against emerging risks;
- Directing and coordinating the Secretariat operations and administration to ensure that various divisions operate in conformity with the overall strategic plan and performance targets.

Terms of service

Salary Scale:	Kshs. 390, 564 – 495,350 p.m.
House Allowance:	Kshs. 80,000 p.m.
Commuter Allowance:	Official Government Transport
Extraneous Allowance:	Kshs. 60,000pm
Entertainment Allowance:	Kshs. 65,000pm
Domestic Servant Allowance:	Kshs. 15,600pm
Leave Allowance:	Kshs. 50,000 per annum
Duration of appointment:	Five (5) Years Contract renewable subject to satisfactory performance

Applicants who meet the above requirements should submit their application together with detailed curriculum vitae, copies of academic and professional certificates and transcripts, national identity card or passport and copies of relevant documents and testimonials to the address below or hand delivered to State **Department for Public Service, Uchumi House 12th Floor, Room 1201** between **8.00a.m** and **5.00p.m.** (East African Time) **Monday to Friday** or Emailed to **ceohks@psyg.go.ke** on or before **6th March, 2023, 5.00 p.m.** (East African Time).

The Principal Secretary
State Department for Public Service
Ministry of Public Service, Gender and Affirmative Action
P. O. Box 30050 – 00100
NAIROBI

N/B: Women, Marginalized and Persons with Disabilities are encouraged to apply.

Only short-listed applicants will be contacted.