



COUNCIL OF GOVERNORS

JOB OPPORTUNITY

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

To enable the Council achieve its mandate and vision, the Council wishes to recruit results oriented individual with drive, vision and creativity to fill the following position:

Support Staff

Reporting to the Head of Administration, the Support Staff will perform the following duties:

- Collecting and delivering office items, documents, mail, parcels and postage;
- Carrying out photocopying and document binding;
- Maintaining general cleanliness around the area of deployment, Collection and disposal of litter;
- Moving and arranging office equipment and furniture;
- Locking and opening office premises; and
- Ensuring proper sanitation.

Required qualification and experience

The ideal candidate shall possess the following:

- Kenya certificate of Secondary Education (KCSE) minimum grade D Plain or equivalent qualification from a recognized institution;
- Certificate in computer applications from a recognized institution.
- Minimum of two (2) years' experience.

Desirable Competencies:

- **Languages:** Fluency in English is required

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving services;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Ability to work under pressure and to tight deadlines.
- Good organizational and time management skills.
- Have excellent interpersonal skills and ability to work on her/his own initiative.
- Honesty and reliability and attention to detail.
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines.
- Discretion and an understanding of confidentiality
- Meets the requirements of Chapter 6 of the Constitution of Kenya 2010

Duration of the contract

The duration of the contract will be three (3) years with a possibility of extension, subject to performance and availability of funds.

How to Apply

Interested candidates should send a CV, cover letter, copies of ID, certificates, testimonials, current and expected remuneration, names and addresses of three referees to hrcog@cog.go.ke on or before **Friday, 10th March 2017** and indicate the name of the position you are applying for as the Email subject.

Council of Governors is an equal opportunity Employer. “Persons with disabilities are encouraged to apply”. Kindly note that only short listed candidates will be contacted.