

# Recruitment and Selection Process in the Public Service

Recruitment and selection is a purposeful process of seeking and identifying the **right people with the right skills and attributes in right numbers to fill identified jobs.**

In the County Public Service, recruitment is about identifying:

- (i) Officers to occupy vacant public offices;
- (ii) Serving officers for promotional appointment;
- (iii) New entrants to join the public Service; and
- (iv) Officers to occupy newly created public offices including those resulting from re-organization of Government.

involves the following:

- Receiving indents from departments;
- Vetting indents to ensure conformity with the schemes of services and relevant government circulars;
- advertising the vacant posts and receiving applications (manual and online);
- Capturing applicants' information;
- Verification of applicants bio-data;
- Shortlisting/pre-selection;
- Selection interviews and
- Appointment by the County Public Service Board.

## Schemes of Service

Recruitment of staff in the public Service is based on existing Schemes of Service. A Scheme of Service is a career progression guide.

It provides a well-defined career structure which should attract, motivate and facilitate retention of suitably qualified personnel.

It provides clearly defined job descriptions and specifications at all levels within the career structure. This should ensure proper deployment and utilization of Human Resource and is a useful guide for succession management. Schemes of Service are pre-

pared by Departments and approved for use by the County Public Service Board and ideally every cadre of personnel in the service should have a Scheme of Service.

## Staff Establishment

Each Department must have an approved staff Establishment which indicates number of staff for every cadre and at different levels.

The establishment is a useful guide in deployment but should be kept under review to address emerging needs. The County Public Service Board is responsible for creation of new posts and abolition of offices in the Public service as the need arises.

## Process of Recruitment

The Recruitment and Selection process by the MCPSB



## Declaring of Vacant Posts

When jobs which are not under delegated Authority fall vacant, Departments are required to submit job indents to County Public Service Board three months in advance to facilitate appointments/promotions.

An Indent should provide the following information:

- The post to be advertised
- -Requirements for appointments/job specifications

- Duties and responsibilities/ job descriptions
- Number of vacancies
- Remuneration
- Nature of the appointment e.g. Permanent and Contract

QUALITY  
SERVICE DELIVERY