

COUNTY GOVERNMENT OF NANDI



PUBLIC SERVICE BOARD

VACANCIES

Nandi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

The details on job descriptions and specifications are available on the County's website: www.nandi.go.ke. The details of the advertised positions are available at all the Sub- County Headquarters; Kapsabet, Kobujoi, Nandi Hills, Kabiwet, Mosoriot, Maraba and the Public Service Board Offices. For any necessary enquiry email cpsb@nandi.go.ke

1. BOARD MEMBERS, KAPSABET MUNICIPALITY (4 POSTS)

Pursuant to the provisions of section 14 of the Urban Areas and Cities Act, 2011, as read with section 59 (1) and (2) of the County Governments Act, 2012, the Nandi County Public Service Board invites applications for four (4) positions from competent and qualified persons to serve as members of the Kapsabet Municipality Board. The members of the Board shall hold office for a term of five years, on a part-time basis.

Remuneration

Members shall be paid allowance and benefits as determined and reviewed by the Salaries and Remuneration Commission

The functions of the Board shall be to:

- a) Oversee the affairs of the Municipality;
- b) Develop or adopt policies, plans, strategies and programmes and set targets for service delivery in the Municipality;
- c) Formulate and implement an integrated development plan;
- d) Promoting and undertaking infrastructural development and services within the Municipality as delegated by the County Government;
- e) Developing and managing schemes, including site development in collaboration with the relevant national and County agencies;
- f) Maintaining a comprehensive database and information system of the Municipal administration;

- g) Administering and regulating its internal affairs;
- h) Implementing national and County legislation;
- i) Monitoring and, where appropriate, regulating municipal services where those services are provided by service providers other than the Board of the Municipality;
- j) Preparing and submitting the Municipal's annual budget estimates;
- k) Implementing tariff, rates and tax and debt collection policies as delegated by the County Government;
- l) Monitoring the impact and effectiveness of any services, policies, programs or plans;
- m) Establishing, implementing and monitoring performance management systems;
- n) Promoting a safe and healthy environment;
- o) Facilitating and regulating public transport; and
- p) Performing such other functions as delegated by the County Executive Committee Member for Administration.

Requirements for Appointment:

The applicant must-

- a) Be a Kenyan citizen;
- b) Literate and numerate to at least Diploma level.
- c) Be ordinarily resident or have a permanent dwelling within the Municipality;
- d) Carry on business in the municipality; or
- e) Have lived in the municipality for at least five (5) years.

2. MUNICIPAL MANAGER (1 POST)

Pursuant to the provisions of section 28 of the Urban Areas and Cities Act, 2011, as read with section 59 (1) and (2) of the County Governments Act, 2012, the Nandi County Public Service Board invites applications for the position of Municipal Manager at the Kapsabet Municipality from competent and qualified persons.

Terms of Service

Three (3) year contract, renewable for a further term

Remuneration

As prescribed by Salaries and Remuneration Commission

The functions of the Municipal Manager shall be to:

- a) Implement the decisions and functions of the Board;
- b) Enforce the provisions of the Kapsabet Municipal Charter and County legislation and other applicable laws;
- c) Prepare and administer the annual municipality budget;

- d) Organize Departmental structures and develop an administrative structure;
- e) Appoint, supervise and remove municipality employees;
- f) Administer municipality utilities and property; and
- g) Perform other duties as directed by the Board of the Municipality.

Requirements for Appointment:

The applicant must-

- a) Be a Kenyan citizen;
- b) Hold a degree in the field of management or administration from a university recognized in Kenya;
- c) Prove experience of not less than five (5) years in management or administration in the public or private sector; or
- d) Be ordinarily resident or have a permanent dwelling within the County.

HOW TO APPLY

Applicants must furnish, alongside their applications, copies of the following documents:

- a) Copy of national identity card;
- b) Letter from the local chief;
- c) Copies of academic and professional certificates; and testimonials
- d) Curriculum Vitae.

ALL candidates MUST meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity and will be required to produce clearance/compliance certificates from the following agencies-

- a) Ethics and Anti-Corruption Commission (EACC);
- b) Higher Education Loans Board (HELB);
- c) Kenya Revenue Authority (KRA);
- d) Directorate of Criminal Investigation (Good Conduct).

All written applications, CVs, copies of certificates, testimonials and identity card should be submitted in a sealed envelope clearly marked the position being applied for on the left side and addressed to:

**The Secretary,
Nandi County Public Service Board,
P.O. Box 802-30300 Kapsabet.**

Hand delivered applications should be handed over at the Nandi county Public service Board.

To reach the office not later than **6th April, 2018 at 4.00 p.m**

N/B: Women, persons with disability, the youth and people from marginalized groups who meet the specified requirements are encouraged to apply.

Those whose names do not appear in the shortlist should consider their applications unsuccessful