

# COUNTY GOVERNMENT OF NANDI



## PUBLIC SERVICE BOARD

### VACANCIES

Nandi County Public Service Board wishes to recruit competent and qualified persons to apply for the positions of Municipal Manager-Kapsabet Municipality and Board Member.

The details of the job descriptions and specifications are available on the County's website: [www.nandi.go.ke](http://www.nandi.go.ke), also available at all the Sub-County Headquarters; Kapsabet, Kobujoi, Nandi Hills, Kabiyet, Mosoriot, Maraba and the Public Service Board Offices. For any necessary enquiry email [cpsb@nandi.go.ke](mailto: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.

#### 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.

#### HOW TO APPLY

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

- Copy of national identity card;
- Letter from the local chief;
- Copies of academic, professional certificates; and testimonials
- 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:

- Ethics and Anti-Corruption Commission (EACC);
- Higher Education Loans Board (HELB);
- Kenya Revenue Authority (KRA);
- 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 reach the above office not later than **Friday 6<sup>th</sup> 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. Nandi County is an equal opportunity employer.***

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