



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

DEPARTMENT OF LAND, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

KEROKA MUNICIPALITY MANAGER: NO. OF VACANCIES - ONE (1)

Terms of Service: 5 Years Contract (Renewable)

Job Group: CPSB 03

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment:-

- Be a Kenyan Citizen;
- Holder of a Bachelor's Degree from a university recognized in Kenya;
- Have a proven experience of not less than (5) years in Management or Administration in the public or private sector or be ordinarily resident or have a permanent dwelling within the County;
- Ability to work with multicultural environment and optimize results through teams;
- Visionary person with requisite knowledge and understanding of public sector operations; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity (cleared EACC, HELB, CRB and in possession of valid Good Conduct Certificate).

Duties and Responsibilities:-

- Implementing the decisions and functions of the Board as provided for in the Urban Areas and Cities Act Section 20 (a) to (s);

- Enforce the provisions of the Keroka Municipality Charter, County legislation and other applicable laws;
- Prepare and administer the annual Municipality budget;
- Acting on behalf of the Municipality Board in ensuring the execution of its directives;
- Be principally responsible for building and maintaining strong alliance and effective working relations between the Board of Municipality and the Civil Society, private sector and community based organizations;
- Causing to be prepared, transmitted to the Board of Municipality and distributed to the public at least an annual report on the activities and accomplishments of the Departments and agencies comprising the Executive branch and Municipality;
- Administer Municipality utilities and properties;
- Organize departmental structures and develop an administrative structure;
- Acting as an ex-officio member of all committees of the Board of Municipality;
- Performing functions as may be delegated by the CPSB or by order or conferred upon the Municipal manager and
- Perform other duties as directed by the Board of Municipality.

Requirements and duties for this post advertised can be accessed on the Nyamira County website: www.nyamira.go.ke.

How to apply

Interested and qualified persons willing to apply should submit their applications online attaching identification documents, detailed Curriculum vitae and relevant certificates and testimonials via www.cpsb.nyamira.go.ke on or before 30th August, 2024.

Note: Only shortlisted candidates will be contacted.

NYAMIRA COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

**The Secretary,
County Public Service Board,
P.O BOX 434-40500,
Nyamira.**