

REPUBLIC OF KENYA



**NYAMIRA COUNTY GOVERNMENT
OFFICE OF THE COUNTY PUBLIC SERVICE BOARD
P.O. BOX 434-40500, NYAMIRA**

Nyamira County Public Service Board Wishes to recruit dynamic, result oriented, self-motivated professionals for the following vacant positions.

VACANCIES

BOARD MEMBER – NYAMIRA MUNICIPALITY (4 POSTS)

The duties and responsibilities shall be:

- 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 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.

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.

Terms of Service: Contract

NYAMIRA MUNICIPAL MANAGER JOB GROUP 'Q' (1POST)

Duties and responsibilities shall be;

- a) Implement the decision and functions of the Board;
- b) Enforce the provision of the Nyamira 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 properties; and
- g) Perform other duties as directed by the Board of the Municipality.

Requirement for appointment:

The applicant must:-

- a) Be a Kenyan citizen;
- b) Hold a degree in the field of management or administration from a recognized university in Kenya;
- c) Prove experience of not less than five(5) years in management or administration in the public or private sector; or

Be ordinarily resident or have a permanent dwelling in the County.

Terms of Service: 5 years renewable contract.

Interested applicants should visit the Nyamira County Website for more details and how to apply. (nyamira.go.ke)

All applicants should submit their applications accompanied with a copy of **National ID** card, a detailed **CV**, Filled **Job Application Form** and copies of all relevant certificates and testimonials. Applications should be submitted to:-

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

Hand delivered applications can be submitted at County Public Service Board's Offices located in Nyamira Town, **MEA COMPLEX** building.

Applications should reach this office on or before **5:00 pm** of the **18th July 2018**.

Note: County Government of Nyamira is an equal opportunity employer. All are encouraged to apply.

Nyamira County Public Service Board does not solicit for payments or recruit staff through agents/agencies. Any person purporting to undertake the recruitment exercise for a fee and/ or on behalf of the County Public Service is a fraudster.