

# REPUBLIC OF KENYA

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P.O. BOX 434-40500,  
NYAMIRA



When replying please quote our Reference

## COUNTY GOVERNMENT OF NYAMIRA OFFICE OF EDUCATION & ICT

DATE 4<sup>th</sup>, July, 2016

The County Government of Nyamira wishes to recruit a competent and qualified candidate to fill the position of the chairperson, County Education Fund Committee as provided in the County Government Act of 2016.

**POSITION** -Chairperson, county Education Fund Committee

**TERMS** -Three year contract

-Eligible for re-appointment for one further term

### DUTIES AND RESPONSIBILITIES

The Chairperson shall oversee the following functions of the committee:

- a) To oversight the ward committees
- b) To formulate policies for regulating the disbursement and management of bursaries, scholarships and loans
- c) To advise the CEC member on bursary disbursements and scholarship awarding
- d) To grant bursaries and scholarships
- e) To approve the list of beneficiaries to be granted loans as provided for in section 11
- f) To provide oversight and supervisory role in giving loans to students, from the funds outsourced to the HELB by the County
- g) To fundraise in support of the County revolving fund
- h) To receive any gifts, donations, grants or endowments made to the committee and to make legitimate disbursements therefrom
- i) To determine the maximum number of eligible persons or students to be granted bursaries and scholarships in a particular year
- j) To perform any other functions for implementation of the Act

COUNTY SECRETARY  
NYAMIRA COUNTY  
P. Box 343 - 40500  
NYAMIRA

## REQUIREMENTS FOR APPOINTMENT

- Be a holder of at least a Bachelors degree from a recognized University in Kenya
- Have five years working experience in business, education sector or institution of higher learning or faith based organization or any relevant working field
- Be a registered voter in Nyamira County
- Meet the requirements of Chapter Six of the Constitution of Kenya
- Demonstrate a high degree of professional competence and administrative capabilities
- Have knowledge and experience in resource mobilization
- Have experience and ability to promote teamwork and collaboration
- Be Proficient in general IT skills

### How to Apply

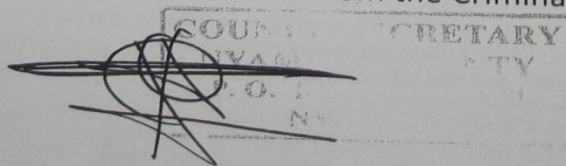
Applications including detailed Curriculum Vitae (C.V), Copies of Academic and professional Certificates, Testimonials, National Identity Card or Passport and any other supporting documents should be submitted in a sealed envelope to reach the undersigned on or before 15<sup>th</sup> July 2016 at 5pm.

**County Secretary  
County Government of Nyamira  
P.O Box 434-40500  
NYAMIRA**

Hand-delivered application should be submitted to the County Secretary's Office located at the First Floor, County Headquarters, Nyamira Town.

### **ALL applicants MUST attach photocopies of the following clearances:**

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from the Higher Education Loans Board (HELB)
- Clearance Certificate from the Ethics and Anti-corruption Authority (EACC)
- Certificate of Good Conduct from the Criminal Investigation Department

The image shows a handwritten signature in black ink over a rectangular official stamp. The stamp contains the text: 'COUNTY SECRETARY', 'NYAMIRA COUNTY', 'P.O. BOX 434-40500', and 'NYAMIRA'. The signature is a complex, scribbled mark that partially obscures the stamp's text.