

# REPUBLIC OF KENYA



## KIRINYAGA COUNTY GOVERNMENT

### KIRINYAGA COUNTY PUBLIC SERVICE BOARD

The Kirinyaga County Public Service Board wishes to recruit a competent and qualified person to fill the following Re-advertised Post.

**WARD ADMINISTRATOR – KIRINYAGA WEST KARITI WARD – 1 Post**

**Job Ref: KRG/PSB/KA/10/06/2015**

**Job Group 'N'**

#### Duties and responsibilities

- a. Coordinating, managing and supervising the general administrative functions in the ward unit.
- b. Developing policies and plans.
- c. Ensuring effective Service Delivery.
- d. Coordinating developmental activities to empower the community.
- e. Providing and maintaining of infrastructure and facilities of public service
- f. Maintaining the ward Public Service.
- g. Facilitating and Coordinating of Citizen participation in the development of policies and plans and delivery of services.
- h. Exercising any functions and powers delegated by the County Public Service Board under section 86.
- i. Perform other duties that may be assigned from time to time by the Sub-County Administrator.

#### General Conditions for the Applicant:

- Must be a Kenyan Citizen
- Be a holder of at least a first degree from a university recognized in Kenya;
- Possess professional qualifications in the relevant field;
- One that already fulfills expectations of Chapter Six of the Constitution of Kenya on leadership and integrity.
- Have relevant knowledge and experience and a distinguished career of not less than Five (5) years in a senior position in the Public Service or Private sector.
- A Master's degree in the relevant field will be an added advantage.

How to Apply:

All applications should be sent by post quoting the job reference number on the subject of the application and on the envelope. A photocopy of National ID card should be attached.

Applications can also be hand delivered to the County Governor's office Kirinyaga, at the County Public Service Board Office (Room No.18) on or before 22nd June 2015.

Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to produce their original National Identity Cards and Testimonials during the interview.

The Successful candidate will be required to produce: Clearance Certificates from CID, HELB, KRA, EACC and CRB.

The Kirinyaga County Government is an equal opportunity employer. Women, Persons with Disabilities and other disadvantaged persons who meet the specified requirements are encouraged to apply.

The Salary and benefits attached to the post may be subject to review as would be advised by Salaries and Remuneration Commission.

Terms of Service for the post: Permanent and Pensionable with competitive salary as per SRC guidelines.

Secretary  
Kirinyaga County Public Service Board  
P.O Box 260 - 10304  
KUTUS