

## COUNTY GOVERNMENT OF KIRINYAGA



### COUNTY PUBLIC SERVICE BOARD

Pursuant to the provisions of section 14 of the Urban Areas and Cities Act (Amendment) 2019, the Kirinyaga County Public Service Board invites applications from competent and qualified person to serve as a member of the Kerugoya/Kutus Municipal Board. The member of the board shall hold office for a term of five years on a part time basis.

#### **1. MEMBER, KERUGOYA/KUTUS MUNICIPAL BOARD (1 POST)**

**Job Ref: KCPSB/M/KKMB/01/21/09/21**

**Terms of Service: Contract of five years on part time basis**

Urban Areas and Cities Act, 2011 sets the framework for governance and management of urban areas and cities in Kenya. It clarifies the role and contribution of urban areas and cities to the development of the national and county economies.

#### **Duties & Responsibilities**

- a) Oversee the affairs of the municipality
- b) Develop and adopt policies, plans, strategies and programmes, and set targets for delivery of services;
- c) Formulate and implement a time bound integrated development plan;
- d) Control land use, land sub-division, land development and zoning by the public and private sectors for any purpose, as may be delegated by the county government;
- e) Promote and undertake infrastructural development and services within the municipality as may be delegated by the county government;
- f) Develop and manage schemes, including site development in collaboration with the relevant national and county agencies;
- g) Maintain a comprehensive database and information system of the administration and provide public access thereto;

- h) Administer and regulate the Boards internal affairs;
- i) Implement applicable national and county legislation;
- j) Enter into such contracts, partnerships or joint ventures as the Board may consider necessary for the discharge of its functions under the act or other written law;
- k) Monitor, and where appropriate, regulate Municipal services where those services are provided by service providers other than the board of the Municipal;
- l) Prepare Boards budget for approval by the county executive committee and administer the budget as approved;
- m) Collect rates, taxes levies, duties, fees and surcharges on fees on behalf of the county government;
- n) Set and implement tariff, rates and tax debt collection policies as delegated by the county government;
- o) Monitor the impact and effectiveness of any services, policies, programmes or plans;
- p) Establish, implement and monitor performance management systems;
- q) Promote a safe and healthy environment
- r) Facilitate and regulate public transport; and
- s) Perform such other functions as may be delegated to the Board by the county government or as may be provided for by any written law.

**Requirements for Appointment:**

- a) Holds at least a degree from an institution recognized in Kenya;
- b) Has a distinguished career in a medium level management position in either the private or public sector;
- c) Holds at least five years' post- qualification professional experience; and
- d) Satisfies the requirements of Chapter Six of the Constitution;
- e) Is ordinarily resident or has a permanent dwelling in the municipality; and
- f) Carries on business in the municipality or has lived in the municipality for at least five years.
- g) Evidence of having fulfilled requirements (e) and (f) above.

The member of the board of the municipality shall be nominated by a cluster representing registered neighbourhood associations in the area.

The nominated member identified by the organizations specified above will also require to produce from their organizations -

Signed minutes as evidence of an accountable process of nomination; evidence of compliance with statutory obligations at the time of nomination; and

vetting form to establish that the nominee has complied with the prescribed criteria for appointment as a member of the board. By way of this notice, all associations are advised to comply and offer their members the necessary assistance.

### **How to Apply**

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- PIN Certificate,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope. Applications should be addressed to:

### **The Secretary**

**County Public Service Board**

**P O Box 260 - 10304**

### **KUTUS**

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Applicants should seek clearance and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **Friday, 1<sup>st</sup> October 2021**

**NOTE**

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission.

Prospective candidates are encouraged to visit our website:

**[www.kirinyaga.go.ke](http://www.kirinyaga.go.ke)** for more details.

**The Kirinyaga County Government is an equal opportunity employer.**