



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 PUBLIC SERVICE MANAGEMENT

27. DEPUTY DIRECTOR ADMINISTRATION NO. OF VACANCIES -ONE (1)

Terms of Service: Permanent & Pensionable
Job Group CPSB 04
Salary as per Salaries & Remuneration Commission of Kenya.

The Deputy Director Administration Services will assist in administration functions in the directorate of Administration and will report to the Director Administration.

Requirements for appointment:-

- Be a Kenyan citizen;
- Have served in the public or private sector for a minimum period of five (5) years;
- Possess a Bachelor's degree in any of the following disciplines; – Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- A holder of a Master's degree in any of the following disciplines; – Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution will be an added advantage; and
- Demonstrated professional competence in the field of Administration and shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:-

- Implementing, reviewing and interpreting administrative policies, strategies, procedures and programmes;
- Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
- Ensuring compliance with national values and principles of good governance;
- Managing and supervising the general administration services;
- Implementing public service reforms;
- Facilitating maintenance of infrastructure and facilities;
- Planning and coordinating office accommodation;
- Managing county government assets; and
- Any other relevant duty as may be assigned from time to time.