



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 LAND, HOUSING PHYSICAL PLANNING AND URBAN DEVELOPMENT

85. TOWN ADMINISTRATOR NO. OF VACANCIES - TWO (2)

Terms of Service: Permanent & Pensionable
Job Group CPSB 06
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a bachelor's degree from a university recognized in Kenya; and
- Has proven experience of not less than eight (8) years in administration or management either in the public or private sector three (3) of which should be in senior Management.

Duties and Responsibilities

- Implementing the decisions and functions of the County Public Service Board;
- Overseeing the affairs of the town;
- Developing and adopting policies, plans, strategies and programs;
- Maintaining a comprehensive database and Information system of the administration & providing public access;
- Ensuring preparation and submission of Information to the County Treasury for consideration and submission to the County Assembly for approval as part of the Annual County Appropriation Bill

- Establish, Implement and monitor performance management systems;
and,
- Perform such other functions as delegated by the Municipal Manager.