



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.

MUNICIPALITY

86. MUNICIPAL MANAGER: NO. OF VACANCIES - ONE (1)

Terms of Service: 5 years Contract (renewable)
Job Group CPSB 03
Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment

- Be a Kenyan citizen;
- Hold a Bachelor's Degree in Urban Management, Public Administration, Business Management or any other relevant Degree from a university recognized in Kenya
- Possession of a relevant Master's Degree would be an added advantage
- Has proven experience of not less than 10 years in administration or management either in the public or private sector five (5) of which should be in senior Management;
- Should be a member of the institute of certified public secretaries of Kenya (ICSK) of good standing;
- Must be computer literate in Microsoft package from a recognized institution;
- Be ordinary resident or have a permanent dwelling within the County.

Duties and Responsibilities

The municipal manager shall report to the Municipal Board. The Municipal Manager shall be responsible for:-

- Implementing the decisions and functions of the Municipal Board as provided for in the Urban Areas and Cities Act section 20 (a) to (s);
- Acting on behalf of the Board of the Municipality in ensuring the execution of the directives of the Board of the Municipality;
- Preparing and presenting for approval to the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- Be principally responsible for building and maintain strong alliance and effective working relations between the Board of the Municipality and the civil society, private sector and community based organizations;
- Causing to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch Municipality;
- Prepare and administer annual municipality budget;
- Administer Municipality utilities and properties;
- Acting as an ex-officio member of all committees of the Board of the Municipality;
- Performing functions as may be delegated by CPSB or by order or confer upon the Municipal Manager; and
- Perform other duties as directed by the Board of the Municipality.