

ADVERTISEMENT FOR NAKURU MUNICIPAL MANAGER AND NAIVASHA MUNICIPAL MANAGER.

Pursuit to the Provision of Section 28 of the Urban Areas and Cities Act for the appointment of Municipal Manager, the Nakuru County Government invites applications from the qualified persons for the position of Municipal Manager for Nakuru Municipality and a Municipal Manager for Naivasha Municipality.

Roles of the Municipal Manager

1. Implement the decisions and functions of the Municipal Board
2. Develop policies, plans, strategies and programmes, and set targets for delivery of services
3. Implement an integrated development plan
4. Maintain a comprehensive database and information system of the administration and provide public access thereto
5. Implement applicable National and County legislations
6. Prepare and submit its annual budget estimates for approval by the County Executive Committee and administer the budget as approved
7. Monitor the impact and effectiveness of any services, policies and programmes or plans
8. Establish, implement and monitor performance management systems
9. Perform such other functions as may be delegated by the Municipal Board.

Requirements for appointments of a Municipal Manager

- i. Must be a Kenyan citizen
- ii. Be a holder of a bachelor's degree in town planning/ Public Administration/ Political Science/Urban Management or related field from a recognized university
- iii. Has proven experience of not less than five (5) years in a senior management position
- iv. Must be a member of a recognized professional body.

Application Criteria

Applicants are expected to specify which Municipality they are applying for and should not apply for more than one Municipality.

Applicants must include in their applications copies of the following documents:

- Copy of the National Identity card
- Copies of academic and professional certificates
- Curriculum Vitae
- Fulfill the requirements of the Chapter Six (6) of the Constitution of Kenya. Specifically, they must obtain and submit with their application copies of the following certificates:
 - i) Certificate of Good Conduct from the Directorate of Criminal Investigations
 - ii) Clearance certificate from Higher Educational Board (HELB)
 - iii) Tax Compliance Certificate from Kenya Revenue Authority
 - iv) Clearance from Ethics and Anti- corruption Commission (EACC)

v) Clearance from Credit Reference Bureau

Only shortlisted candidates will be contacted.

All applications should be submitted in sealed envelope clearly marked **Municipal Manager specifying which municipality you are applying for and addressed** to the undersigned by close of the business on or before 27th July 2018.

**SECRETARY
NAKURU PUBLIC SERVICE BOARD
P.O BOX 2870-20100
NAKURU.**

Or

Applications can be hand delivered at the County Public Works Building ground floor along Prison road in Nakuru Town.

Nakuru County is an equal opportunity employer. Women and persons with disability and encouraged to apply.