



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE
BOARD**



P.O Box 2870-20100

Email:countypublicserviceboard@nakuru.go.ke

VACANT POSITIONS [VACANCY NO. 03 of 2020]

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the Nakuru County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions:-

1. Secretary – Nakuru Municipal Board – one (1) position JG “Q”
2. Secretary – Naivasha Municipal Board – one (1) position JG “Q”

Requirements for Appointment

1. Be a Kenyan citizen
2. Be a holder of a bachelor’s degree from a university recognized in Kenya
3. Possession of a relevant Master’s Degree would be an added advantage
4. Have a working experience of not less than four years in Administration or Management either in the Public or Private sector
5. Officers serving in the Public/Private sector within the county will have an added advantage
6. Knowledge and interpretation of key and related Urban Areas and Cities Legislations and policies, knowledge of Municipal Operations and Delegation of Powers will be an added advantage
7. Must have a certificate in Computer Proficiency
8. Satisfy the requirements of Chapter six of the constitution of Kenya.

Duties and Responsibilities

The Municipal Board Secretary will be answerable to the Municipal Board and will be responsible to the day to day management of the affairs of the Board

Duties and responsibilities will include;

1. Implementing the decisions and functions of the board;
2. Overseeing the affairs of the municipality;
3. Developing and adopting policies, plans, strategies and programmes;
4. Formulating and implementing an integrated development plan;
5. Maintaining a comprehensive database and information system of the administration and providing public access thereto;
6. Preparing and submitting the Boards annual budget estimates for approval by the County Executive Committee and administer the budget as approved;
7. Establish, implement and monitor performance management systems; and
8. Perform such other functions as may be delegated by the municipal board;

Terms of Service:

Five (5) years contract.

Remuneration:

As per the guidelines provided by the Salaries and Remuneration Commission.

Application Criteria:

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

Applicants must attach copies of the following documents in their application;

- National Identity card;
- Academic and Professional certificates;
- Certificates of Registration to Professional bodies;

- Curriculum Vitae;
- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance certificate from Higher Educational Loans Board (HELB);
- Tax Compliance Certificate from Kenya Revenue Authority;
- Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities)

Applications should be sent by **POST** or **COURIER SERVICES** in sealed envelope clearly marked Secretary to Municipal board specifying which municipality you are applying for and addressed to the undersigned by close of the business on or before **24th July, 2020. (No hand delivered application will be accepted)**

The Secretary
Nakuru County Public Service Board
Public works building – Prisons road
P.O. Box 2870-20100,
NAKURU

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their **National Identity Card, Academic and Professional certificates, Transcripts, Registration certificates to Professional bodies and any other relevant documents** during interviews.

The County Government of Nakuru is an equal opportunity employer. **Youth, Women, Persons living with Disabilities, Marginalised and Minority Communities are encouraged to apply.**

Applicants from Nakuru County to indicate their home Sub-County and Ward of residence.

Canvassing in any form will lead to automatic disqualification.

Please be informed that Nakuru County Public Service Board does not use agents nor does it charge any fees.

SECRETARY/CEO

NAKURU COUNTY PUBLIC SERVICE BOARD

COUNTY OF UNLIMITED OPPORTUNITIES