



ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

20th November 2014

VACANCY RE-ADVERTISEMENT

Elgeyo Marakwet County Public Service Board wishes to recruit a competent and qualified person to fill the following position:

POST OF WARD ADMINISTRATOR (CHEPKORIO WARD) – JOB GROUP 'N' (1 POST) **REF: EMCPSB/24/2014**

Duties and responsibilities

Reporting to the Sub-County Administrator, the duties and responsibilities of a ward administrator will be:

- i. Coordinating, managing and supervising the general administrative functions in a ward
- ii. Developing policies and plans
- iii. Liaising with County and National Government staff at the ward level
- iv. Ensuring effective service delivery
- v. Establishing, implementing and monitoring performance systems in wards
- vi. Coordinating development activities to empower the community
- vii. Providing and maintaining infrastructure and facilities of public service
- viii. Managing the County Public Service at the ward level.
- ix. Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services
- x. Excising any functions and powers delegated by the County Public Service Board
- xi. Any other duty that may be assigned from time to time by the supervisor.

Requirements for Appointment

- i. Be a Kenyan Citizen.
- ii. MUST be a holder of **at least a first degree** in administration or management or related fields from a university recognized in Kenya.
- iii. MUST have a work experience of **not less than five** years in administration in public or private sector.
- iv. MUST be **computer literate** with proficiency in use of computers in report writing and PowerPoint presentation.

IMPORTANT INFORMATION TO PROSPECTIVE APPLICANTS

- i) Applications can only be submitted online on or before Friday 28th November 2014.
- ii) Applicants should meet requirements of Chapter 6 of the Constitution of Kenya and will be required to attach clearance certificates from EACC, KRA, HELB and a certificate of good conduct from the Police.
- iii) Only shortlisted candidates will be contacted
- iv) Elgeyo Marakwet County is an equal opportunity employer.
- v) Those who had applied earlier are eligible to reapply.

TO APPLY, CLICK ON THE LINK BELOW

www.elgeyomarakwetcpsb.org/ or visit www.elgeyomarakwet.go.ke

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THE SECRETARY

COUNTY PUBLIC SERVICE BOARD

ELGEYO MARAKWET COUNTY