



16TH NOVEMBER, 2018

**ELGEYO MARAKWET COUNTY
PUBLIC SERVICE BOARD**

Pursuant to the provisions of Chapter 11 of the Constitution of Kenya 2010 and the County Government Act 2012, the County Public Service Board of Elgeyo Marakwet invites applications for the position of **WARD ADMINISTRATOR-SENGWER WARD.**

VACANCY NO 2/2018

WARD ADMINISTRATOR, JOB GROUP 'CPSB 06'-ONE (1) POST

Salary Scale	Kshs 53,370-79,530 p.m
House Allowance	Kshs 15,400 p.m
Commuter Allowance	Kshs 8,000 p.m
Leave Allowance(once yearly)	Kshs 6,000 p.m
Terms of service	Permanent and pensionable

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, an applicant **MUST:-**

- i. Be a Kenyan Citizen
- ii. Be a holder of atleast a first degree in administration or management or related fields from a University recognized in Kenya.
- iii. Have work experience of not less than five years in administration in public or private sector.
- iv. Be computer literate with proficiency in use of computers in report writing and power point presentations

DUTIES AND RESPONSIBILITIES:-

- 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

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- i. Duly filled **APPLICATION FOR EMPLOYMENT FORM** available on the County website should be submitted together with certified copies of certificates and relevant testimonials on or before **4TH DECEMBER, 2018**.
- ii. Applications can be submitted at the County Public Service Board office, Iten during office hours, through the below postal address or by email to secretarycpsb@elgeyomarakwet.go.ke
- iii. Applicants should meet requirements of chapter six of the constitution of Kenya 2010.
- iv. Shortlisted candidates will be required to present clearance certificates from EACC, KRA, and HELB and obtain a certificate of good conduct from the Directorate of Criminal Investigations.
- v. Only shortlisted candidates will be contacted.
- vi. Note that it is a criminal offence to submit fake/forged papers.
- vii. Elgeyo Marakwet County is an equal opportunity employer.



**THE SECRETARY,
ELGEYO MARAKWET COUNTY,
PUBLIC SERVICE BOARD,
PO BOX 665,
ITEN.**

