



ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

14th JULY 2015

JOB ADVERTISEMENT

Elgeyo Marakwet County wishes to recruit competent and qualified persons to fill the following position:

1. DEPUTY DIRECTOR ADMINISTRATION.

This is a position in the Office of the County Secretary (Executive Administration). The Deputy Director shall be in charge of Public participation and citizen engagement.

Duties and Responsibilities

- Responsible for the preparation of public participation and citizen engagement calendar for the county so as to ensure efficient and effective organization, coordination, and control of all citizen forums.
- Responsible for preparing manuals for use by the citizens and public officers.
- Maintain all records of public participation and citizen engagement fora.
- Work with all offices to ensure collection and collation of all citizen memoranda and views for consideration in legislation or policy development.
- Responsible for preparing and providing regular reports to the executive and public service board on the programs and activities of the department.
- Any other duties as may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen
- Be a holder of a degree in law, sociology, psychology, political science, public administration, development studies or any other relevant field.
- A Master's degree in a relevant field will be an added advantage.
- Have relevant knowledge and working experience of not less 5 years in Public Service or Private Sector working with communities.
- MUST have excellent communication and interpersonal skills.
- Satisfy the requirements of chapter six of the constitution of Kenya 2010 on Leadership and Integrity.
- Must demonstrate understanding of culture and geography of the county.
- Membership of a relevant professional body will be an added advantage

IMPORTANT INFORMATION TO PROSPECTIVE APPLICANTS

- i. All applications can only be submitted online on or before **27th July 2015**
- ii. Applicants should meet requirements of chapter six of the constitution of Kenya 2010. shortlisted candidates will be required to present clearance certificates from EACC, KRA, HELB and obtain a certificate of good conduct from the police
- iii. Only shortlisted candidates will be contacted.

To apply, visit

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

**The Secretary
Elgeyo Marakwet County Public Service Board
P.O BOX 220-30700
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