



## **ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD**

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15<sup>th</sup> May 2014

Elgeyo Marakwet County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

### **WARD ADMINISTRATORS – JOB GROUP 'N' (20 POSTS): REF: EMCPSB/22/2014**

#### **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.

#### **TO APPLY, CLICK ON THE LINK BELOW**

[www.elgeyomarakwetcpsb.org](http://www.elgeyomarakwetcpsb.org)

**Applications can only be submitted online on or before 30<sup>th</sup> May 2014.**

#### **IMPORTANT INFORMATION TO APPLICANTS**

- i. Applicants should meet requirements of Chapter 6 of the Constitution of Kenya and will be required to get clearance certificates from EACC, KRA, HELB and a certificate of good conduct from the Police.
- ii. Only shortlisted candidates will be contacted.
- iii. Elgeyo Marakwet County is an equal opportunity employer.

**The Secretary**  
**County Public Service Board**  
**Elgeyo Marakwet County**