



ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

15th 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

Applications can only be submitted online on or before 30th 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