

THE COUNTY GOVERNMENT OF WEST POKOT

When replying please quote
Our Ref: WPC/CPSB/04/18



P.O. Box 577 - 30600
KAPENGURIA.

COUNTY PUBLIC SERVICE BOARD

21st June, 2018.

VACANCY

Pursuant to the provision of County Government Act, No. 17 of 2012 section 59 (1) (b), the West Pokot County Public Service Board wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following position:

MUNICIPAL MANAGER JG 'Q' (1 Post)

DUTIES AND RESPONSIBILITIES

- Overseeing the affairs of the municipality
- Developing and adopting policies, plans, strategies and programmes;
- Formulating and implementing an integrated municipal development plan;
- Ensuring preparation and submission of the municipal annual budget estimates to County Government;
- Control land use, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping as well as employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture, freight and transit stations within the framework of the spatial and master plans for the municipality as may be delegated by the county government;
- Promote and undertake infrastructural development and services within the municipality;
- Develop and manage schemes, including site development in collaboration with the relevant national and county agencies;
- Maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the Board;
- Implement applicable National and County Government legislations.
- Monitor the impact and effectiveness of any services, policies as delegated by the county government;
- Promote a safe and healthy environment;
- Facilitate and regulate public transport;
- Perform such other functions as may be delegated to it by the county government or as may be provided for by any written law.
- Reports to Municipal Board
- Manages the Human Resource of the Municipality.

SECRETARY
County Public Service Board
West Pokot County
P. O. Box 577-30600,
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REQUIREMENTS FOR APPOINTMENT

- Be a holder of a Bachelor's degree in town planning Administration/ Political Science/ Public Administration/ urban Management or related field from a university recognized in Kenya
- Master's degree is an added advantage;
- Working experience of not less than five (5) years in a senior management position

Terms of Service:- Three (3) years contract

NOTE: Applicants are required to get clearance from the following institutions to meet the requirements of Chapter Six of the Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department
- Credit Reference Bureau

Copies of these clearances **MUST** be attached to the applications.

How to Apply

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity card or Passport, and Clearance certificates indicating the positions applied for on top of the envelope and addressed to :-

Secretary/CEO County Public Board

West Pokot County

P.O Box 577 – 30600

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Hand delivered applications can be submitted at County Public Service Board Offices located at former Asal building next to Police Station

Applications should be received on or before **Friday 6th July, 2018.**

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