



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANCY

Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following position in Litein Municipal Board pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/2024/04: MUNICIPAL MANAGER, JOB GROUP 'Q' (1POST)

A) Duties and Responsibilities

The Municipal Manager shall be answerable to the Municipal Board. Duties and responsibilities will include:

- i. Implementing the decisions and functions of the board;
- ii. Overseeing the affairs of the municipality;
- iii. Developing and adopting policies, plans, strategies and programmes;
- iv. Formulating and implementing an integrated development plan;
- v. Maintaining a comprehensive database and information system of the Administration and providing public access thereto upon payment of a nominal fee to be determined by the board;
- vi. Ensuring preparation and submission of the municipal annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;
- vii. Establish, implement and monitor performance management systems; and
- viii. Perform such other functions as may be delegated by the municipal board.

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B) Requirements for Appointment

For appointment, the applicant must;

- i. Be a holder of at least a first degree from a university recognized in Kenya;
- ii. Working experience of not less than five (5) years in administration or management either in the public or private sector; and
- iii. Meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
 - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
 - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

Terms of Service: Five (5) Year Contract.

Remuneration: As recommended by the Salaries and Remuneration Commission.

HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.
- Applications should be made online through <https://psbkericho.co.ke/vacancies>.
- Applicants MUST attach **original scanned:** National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Wednesday 26th June 2024**.

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.

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- Only shortlisted applicants will be contacted.
- Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B: County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

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