

THE COUNTY GOVERNMENT OF WEST POKOT



P.O BOX 577-30600
KAPENGURIA

COUNTY PUBLIC SERVICE BOARD

Pursuant to the provision of County Government Act , No. 17 of 2012 section 50 and 51, the County Public Service Board wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following positions:-

1. SENIOR ADMINISTRATIVE OFFICER I- JG ‘P’ (6 POSTS)

a. Requirements for Appointment;

- i. Be a Kenyan Citizen.
- ii. Be a holder of at least a first degree from a university recognized in Kenya.
- iii. Master’s degree will be an added advantage
- iv. Working experience of not less than five (5) years in administration or management
- v. Satisfy the requirements of chapter six of the Kenya constitution (2010).

b. Duties and Responsibilities;

- i. The Senior Administrative Officer shall be responsible to the respective Chief Officer
- ii. Coordinating the management and supervision of the general administrative functions in the Sub-County.
- iii. Developing policies and plans.
- iv. Ensuring effective service delivery.
- v. Coordinating developmental activities to empower the community.
- vi. Providing and maintaining infrastructure and facilities of public services.
- vii. Managing the Sub-County public service.
- viii. Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services.
- ix. Exercising any functions and powers delegated by the county Public service Board
- x. Any other duty assigned as from time to time.

Terms of Service: 5 year Contract.

2. ADMINISTRATIVE OFFICER II: JG ‘L’ (20 POSTS)

a. Requirements for Appointment.

- i. Be a Kenyan citizen.
- ii. Must have at least a Diploma from a recognized Institution in Kenya.
- iii. Satisfy the requirements of chapter six of the Kenya Constitution (2010).

b. Duties and Responsibilities

- i. Responsible to the Senior Administrative Officer
- ii. Coordinating, managing and supervising the general administrative functions in the Ward unit;
- iii. Developing policies and plans;
- iv. Ensuring effective service delivery;
- v. Coordinating development activities to empower the community;
- vi. Providing and maintaining infrastructure and facilities of public service;
- vii. Managing the public service in the Ward;
- viii. Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services;
- ix. Exercising any functions and powers delegated by the county Public service Board.
- x. Any other duty assigned as from time to time.

c. Terms of service: 5 year Contract

NOTE: Applicants are required to get clearance from the following institutions to meet 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 Service Board

West Pokot County

P.O Box 577 – 30600

KAPENGURIA

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

You can access the advertisement details /submission of online applications through our website: www.westpokot-cpsb.org

Applications should be received on or before **Friday 15th September, 2017**