



# COUNTY GOVERNMENT OF TAITA TAVETA COUNTY PUBLIC SERVICE BOARD

## READVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

### **DEPARTMENT OF ADMINISTRATION AND DEVOLUTION**

#### **SUB-COUNTY ADMINISTRATOR II /ASSITANT DIRECTOR OF ADMINISTRATION Job Group 'P' (4 POSTS)**

#### **TERMS OF SERVICE: PERMANENT AND PENSIONABLE**

#### **Requirements for appointment**

- Be a Kenyan citizen;
- Served in the grade of Senior Ward Administrator/Principal Administrative Officer JG N for at least three (3) years; or its equivalent for not less than ten (10) years;
- A Bachelor's degree in social sciences;
- A Master's Degree or Post Graduate Diploma in any social science from recognized institution;
- Attended a Strategic Leadership Development Programme from a recognized institution ;
- Show Merit and ability as reflected in work performance and results have qualifications and knowledge in administration or management; and
- Satisfy the requirements of Chapter Six of the Constitution

#### **Duties and Responsibilities**

- Coordinating the management and supervision of general administrative functions
- Developing policies and plans
- Ensuring Effective Service Delivery
- Coordinating developmental activities to empower the community
- Providing and maintaining infrastructure and facilities of public services
- Maintaining the County Public Service at Sub County level
- Facilitating and coordinating officers participation in the development of policies and plans and delivery of service; and
- Exercising any functions and powers delegated by the County Public Service Board.
- Any other function delegated by the Sub-County Administrator

Note: Applicants are required to obtain the following documents from the relevant institutions to meet requirements of chapter six of the Constitution of Kenya

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance Certificate from Ethics and Anti – Corruption Commission (EACC)
- Certificate of Good Conduct from Criminal Investigation Department (CID)
- Credit Reference Bureau clearance (CRB)

Copies of the clearance certificates **must** be attached to the applications.

Those who are currently working with county government and are interested are encouraged to apply. Canvassing will lead to automatic disqualification. The County Government is an equal opportunity employer. Youth, women and persons living with disabilities are encouraged to apply

#### **HOW TO APPLY**

All applications together with copies of detailed curriculum vitae, Academic and Professional certificates, testimonials and references, National Identity Card or Passport and clearance certificates should be submitted in a sealed envelope clearly marked on the left side the position you are applying and addressed to:

**The Secretary,  
County Public Service Board,  
Private Bag,  
Voi.**

#### **Important information to all Candidates**

- The applications should reach the Board Secretary on or before **17<sup>th</sup> November 2017**
- Only shortlisted candidates will be contacted
- Shortlisted candidates shall be required to produce their Originals of National Identity Cards, Certificates, Testimonials and **CHAPTER SIX** requirement during interview.

**SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD**

**Dated Friday 3<sup>rd</sup> November, 2017**