



**COUNTY GOVERNMENT OF TAITA TAVETA  
OFFICE OF THE COUNTY SECRETARY**

**ADVERTISEMENT FOR MWATATE MUNICIPAL BOARD MEMBERS**

Pursuant to the Provision of Sections 13 and 14 of the Urban Areas and Cities Act 2011, (Revised Edition of 2016), Taita Taveta County Executive Committee invites applications from qualified persons for the position of **four (4)** members to Mwatate Municipal Board.

**Term of office**

A member of a board shall hold office for a term of five years, on a part-time

**Duties and Responsibilities of the Board**

1. Oversee the affairs of the Municipality
2. Develop and adopt policies, plans, strategies and programmes, and may set targets for delivery of services
3. Formulate and implement an integrated development plan
4. Develop and manage schemes, including site development, in collaboration with the relevant national and county agencies
5. 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
6. Implement applicable national and county legislation
7. Monitor and, where appropriate, regulate Municipal services where those services are provided by service providers other than the board of the municipality
8. Prepare and submit its annual budget estimates for consideration and approval by the County Executive Committee and the County assembly respectively, and administer the budget as approved.
9. Monitor the impact and effectiveness of any services, policies and programmes or plans
10. Establish, implement and monitor performance management systems
11. Promote a safe and healthy environment
12. Facilitate and regulate public transport
13. Perform such other functions as may be delegated to it by the county government or as may be provided for by any written law.

**Requirements for appointment.**

1. Must be a Kenyan citizen
2. Preferably have a degree, in a field relevant to the functions of the Municipal administration, from a University recognized in Kenya.
3. Demonstrate capacity to offer leadership and work under pressure
4. Must be ordinary resident or has a permanent dwelling in Mwatate Sub County.
5. Must be carrying out business in Mwatate Sub County or.
6. Must have lived in Mwatate Sub County for at least five years and

### **Application Criteria**

Applicants must submit their application letters with copies of the following documents;

1. Copy of the national identity card
2. Copies of academic and professional certificates
3. Curriculum Vitae
4. Fulfill the requirements of the Chapter six (6) of the Constitution of Kenya. Specifically, they must obtain and submit with their application copies of the following certificates:
  - o Certificate of Good Conduct from the Directorate of Criminal Investigation
  - o Clearance Certificate from Higher Education Loans Board (HELB)
  - o Tax compliance Certificate from Kenya Revenue Authority (KRA)
  - o Clearance from the Ethics & Anti-corruption Commission (EACC)
  - o Clearance from Credit Reference Bureau.

Candidates with foreign degrees must obtain accreditation from the commission of Higher Education of Kenya.

The position holder shall be paid allowance and benefits as determined and reviewed by the Salaries and Remuneration Commission

All applications should be submitted in a sealed envelope clearly marked "Mwatate Municipal Board Application"; addressed and delivered to the undersigned by close of business on or before 12th June 2018 (before 5pm). Applications received thereafter shall not accepted.

**THE COUNTY SECRETARY**

COUNTY GOVERNMENT OF TAITA TAVETA

**P.O BOX 1066 -80304 WUNDANYI.**

Only shortlisted applicants shall be contacted.

**Note:**

1. Women, Persons with disabilities and the youths who meet the specified requirements are encouraged to apply.
2. The four (4) members will be part of a nine (9) member board. The other five (5) will be appointed as prescribed by section 13 (2) of Urban Areas and Cities Act, 2011, (Revised Edition of 2016).