



THE COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT

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

1. CPSB/TTC/012/2018

POSITION: MUNICIPAL MANAGER JOB GROUP P

Number of Posts: One (1)

Terms of Service: 5 (Five) Years Contract

a) Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Be a holder of a Bachelor's Degree in Town planning Administration/Political Science/Public Administration/Urban Management or related field from a university recognised in Kenya.
- iii. Working experience of not less than five (5) years in a senior management position.
- iv. Have qualifications and knowledge in administration and management.
- v. Must have a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognised institution OR attended senior management course from Kenya school of government.

b) Duties and Responsibilities will include:

- i. Implement the decisions and functions of the board;
- ii. Oversee the affairs of the Municipality;
- iii. Enforce provisions of the Municipal charter, by-laws and resolutions
- iv. Develop and adopt policies, plans, strategies and programmes
- v. Maintain a comprehensive database and information system of the administration and providing public access;
- vi. Prepare and present for approval to the Board of the municipality an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- vii. Ensure 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;
- viii. Establish, implement and monitor performance management system;

- ix. Act as an ex-officio member of all Municipality committees of the Board;
- x. Build and maintain a strong alliance and effective working relationships among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- xi. Keep all the minutes and other records of the Board;

All applications should be submitted in a sealed envelope addressed to:

**The Secretary/CEO
County Public Service Board
Private Bag
Voi**

Or hand delivered at the Board offices Ground floor Maghamba Plaza, Opposite Kenya Power offices, Voi.

Important information

- Candidates **must** attach a clear copy of their national identity card or valid passport.
- The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **4.30 PM on Friday 15th June,2018**
- Only shortlisted candidates will be contacted
- Youth, women and persons with special needs are encouraged to apply.

Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
Dated: Friday 8th June, 2018**