

COUNTY GOVERNMENT OF VIHIGA



OFFICE OF THE GOVERNOR

P.O BOX 344-50300,

Telephone: 070375045 MARAGOLI.

When replying please quote,

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ADVERTISEMENT FOR VIHIGA MUNICIPAL BOARD

Pursuit to the Provision Section 14 of the Urban Areas and Cities Act. 2016, the Vihiga County Executive Committee invites applications from the qualified persons for the positions of four (4) members to the Vihiga Municipal Board. The members of the board shall hold office for a term of five years on part time basis.

Functions 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 the services.
3. Formulate and implement an integrated development plan.
4. Develop and manage schemes, including site developments, in collaboration with 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 services providers other than the board of municipality.
8. Prepare and submit its annual budget estimates for approval by the county executive committee and administer 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.

Requirements for appointments in Vihiga Municipality

- I. Must be a Kenyan citizen
- II. Preferable have a degree in a field relevant to Municipal administration from a recognized University.

- III. Demonstrate capacity to offer leadership and work under pressure.
- IV. Must be ordinarily resident or has a permanent dwelling in Vihiga Municipality.
- V. Must be carrying on business in the Vihiga Municipality.
- VI. Must have lived in Vihiga Municipality for at least five years.

Application criteria

Applicants must furnish with their applications copies of the following documents.

1. Copy of the national identity card
2. Copies of academic and professional certificates
3. Curriculum vitae
4. Fulfil the requirements of the Chapter (6) six of the constitution of Kenya. Specifically, they must obtain and submit with their application copies of the following certificates.
 - I. Certificate of Good Conduct from the Directorate of Criminal and Investigation
 - II. Clearance Certificate from Higher Education Loan Board (HELB)
 - III. Tax Compliance Certificate from Kenya Revenue authority (KRA)
 - IV. Clearance from the Ethics & Anti-corruption Commission (EACC)
 - V. Clearance from Credit Reference Bureau

Those whose names do not appear in the shortlist should consider their application unsuccessful

All applications should be submitted in sealed envelopes clearly marked **Municipal Board Application** to the undersigned by close of the business on or before 12th April, 2018 at 12.00 noon.

**THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE
P.O BOX 344-50300
MARAGOLI**

OR

Applications can be hand delivered at the County Head Office in Mbale at the office of the County Secretary.

Note: 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, 2016

**FRANCIS A. OMINDE
COUNTY SECRETARY & HEAD OF PUBLIC SERVICE
VIHIGA COUNTY.**

