

VIHIGA COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD.

P.O. BOX 880 - 50300

MARAGOLI.

Vihiga.go.ke

DECLARATION OF VACANCY IN THE VIHIGA COUNTY PUBLIC SERVICE.

Pursuant to the provisions of Section 28 of the Urban Areas and Cities Act, 2011, as read with section 59(1) and (2) of the County Governments Act, 2012, the Vihiga County Public Service Board invites applications for the position of **Municipal Manager** at the Vihiga Municipality from competent and qualified persons:-

1. MUNICIPAL MANAGER (1 POST) – RE-ADVERTISEMENT

Terms of service

Three (3) year contract, renewable for a further term.

Remuneration

As prescribed by salaries and Remuneration Commission

i. Duties and Responsibilities

The functions of the Municipal Manager shall be on behalf of the Board:

- a. Ensuring the execution of the decisions of the Board
- b. Prepare and present for approval to the Board of the Municipality, an annual estimate of revenue and expenditure.
- c. Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the Civil society, private sector and community based organizations;
- d. Prepare and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality;
- e. Act as a secretary (an ex-officio member) of the Board and all her committees;
- f. Exercise supervision over all departments and agencies of the Municipality and coordination of its activities on daily basis.
- g. Administer and enforce all Municipality by-Laws, resolutions, franchises, leases, contracts, permits and other Municipality decisions;
- h. Prepare and administer the annual Municipality budget;
- i. Administer Municipality utilities and property;
- j. Encourage and support regional and intergovernmental cooperation;

- k. Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- l. Any other duties as directed by the Board.

Requirements for Appointment

Subject to Article 232 of the Constitution, a person shall qualify to be appointed as city or Municipal Manager if the Person;-

- a. Is a citizen of Kenya
- b. Holds a degree from a University recognized in Kenya or its equivalent; and
- c. Has proven experience of not less than five (5) years in administration or management either in the public or private sector;
- d. Be ordinarily a resident or have been a permanent dwelling within the County.

How to Apply

The applicants should download the “Application for Employment Form VCPSB/APP.01A-2018” on the official County Website, complete it and submit One Hard copy to the undersigned on or before **27TH NOVEMBER, 2018 at 5.00 PM**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 880 – 50300.
MARAGOLI.**

Please Note

- **Applicants who had applied for the same position should reapply if still interested.**
- **The County Government of Vihiga is an equal opportunity employer and encourages people living with disabilities, Youth and Women to apply.**
- **The County Public Service Board does not charge any recruitment fee whatsoever. Do NOT pay Money to Fraudsters because our services are absolutely free.**
- **Qualified youths, women and people living with disabilities are encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be invited for the interview.**
- **Those with certificates from foreign institutions must have them certified by the relevant authority**

DO NOT ATTACH ANY DOCUMENT ON THE APPLICATION FORM