

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: cpsb@vihiga.ge.ke

“Transforming Public Service”

CAREER OPPORTUNITIES

Vihiga County Public Service Board is a *body corporate established under section 57 of the County Government Act no.17 of 2012* pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board.

Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons to fill the following position in the department of Physical planning, land & Housing.

MUNICIPAL MANAGER - JOB GROUP “R” (1 Post)

Terms of Service: Contract - Five (5) Years

Duties and responsibilities

- i. The municipal manager shall report to the Vihiga Municipal Board. The Municipal Manager shall be responsible for:
- ii. Implementing the decisions and functions of the Municipal Board as provided for in the Urban Areas and Cities Act section 20 (a) to (s);
- iii. Acting on behalf of the Board of the Municipality in ensuring the execution of the directives of the Board of the Municipality;
- iv. Preparing and presenting 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;
- v. Be principally responsible for building strong alliance and effective working relations between the Board of the Municipality and the civil society, private sector and community based organizations;
- vi. Causing to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch Municipality;
- vii. Prepare and administer annual municipality budget;
- viii. Administer Municipality utilities and properties;
- ix. Acting as an ex-officio member of all committees of the Board of the Municipality;

- x. Performing functions as may be delegated by the Municipal Board or by order or confer upon the Municipal Manager; and
- xi. Perform other duties as directed by the Board of the Municipality

Requirements

- i. Be a Kenyan citizen;
- ii. Hold a Bachelor's Degree in Urban Management, Public Administration, Business Management or any other relevant Degree from a university recognized in Kenya
- iii. Possession of a relevant Master's Degree would be an added advantage
- iv. Has proven experience of not less than Ten (10) years in administration or management either in the public or private sector five (5) of which should be in senior Management as well as senior leadership development programme (SLDP) lasting less than 6weeks.
- v. Should have attended a senior management course lasting not less than four (4) weeks at Kenya school of Government;
- vi. be a member of the relevant professional institution and be of good standing;
- vii. Must be computer literate in Microsoft package from a recognized institution;
- viii. Satisfy the requirements of Chapter Six of the Constitution;
- ix. Be ordinary resident or have a permanent dwelling within Vihiga County.

Terms of Service; Contract

Salary Scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission and other recognized CBAs as applicable.

How to Apply

Interested and qualified candidate should download the application for employment form “VCPSB/APP.01A-2018” on the official County website, fill and submit it together with copies of their National Identity/passport, Academic & Professional certificates and comply with Chapter Six requirements.

The applications to reach the undersigned on or before **11th day of July, 2023.**

Please take note that;

- 1.** County Government of Vihiga is an equal opportunity employer.
- 2. Youth, Women and Persons Living with Disabilities, Marginalized and Minority** Communities are encouraged to apply.
- 3. Canvassing in any form will lead to automatic disqualification.**
- 4.** Please be informed that Vihiga County Public Service Board **DOES NOT USE AGENTS** nor **CHARGE ANY FEE** for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Clearance certificates (*Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities)*) and any other relevant documents during interviews



SECRETARY/CEO
VIHIGA COUNTY PUBLIC SERVICE BOARD
P.O BOX 880-50300
MARAGOLI.