



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

JOB VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

1. Senior Ward Administrator - Ruruma Ward, J/G “L” (1 Post) REF: CG/KLF/CPSB/ADVRT/03/02/21

The Ward Administrator will be responsible for the coordination, management and supervision of the general administrative functions of the ward unit.

Duties and Responsibilities

- Developing and implementing policies and plans;
- Ensuring effective service delivery;
- Coordinating developmental activities to empower the community
- Provision and maintenance of infrastructure and facilities of public services;
- Managing the County Public Service;
- Facilitating and coordinating citizens’ participation in the development of policies and plans and delivery of service.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor degree in any of the disciplines: Public Administration, Business Administration/Management, Community Development or any of the Social Sciences from a recognized institution;
- Have knowledge of administration or management;
- Working experience of not less than 5 (five) years;
- Satisfy the requirements of Chapter Six of the Constitution.

Terms of Service: - Permanent.

Salary Scale: 42,970 - 59,120 p.m.

Other Allowances are as issued by SRC from time to time.

**2. RE-ADVERTISEMENT: Senior Ward Administrator – Kambe Ribe Ward,
J/G “L” (1 Post) REF: CG/KLF/CPSB/ADVRT/04/02/21**

The Ward Administrator will be responsible for the coordination, management and supervision of the general administrative functions of the ward unit.

Duties and Responsibilities

- Developing and implementing policies and plans;
- Ensuring effective service delivery;
- Coordinating developmental activities to empower the community
- Provision and maintenance of infrastructure and facilities of public services;
- Managing the County Public Service;
- Facilitating and coordinating citizens’ participation in the development of policies and plans and delivery of service.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor degree in any of the disciplines: Public Administration, Business Administration/Management, Community Development or any of the Social Sciences from a recognized institution;
- Have knowledge of administration or management;
- Working experience of not less than 5 (five) years;
- Satisfy the requirements of Chapter Six of the Constitution.

Terms of Service: - Permanent.

Salary Scale: 42,970 - 59,120 p.m.

Other Allowances are as issued by SRC from time to time.

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- a) Tax compliance certificate from KRA;
- b) Clearance certificate from HELB;
- c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC);
- d) Certificate of good conduct (DCC);
- e) Credit Reference Bureau clearance.

Interested candidates who meet the set criteria MUST use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/professional certificates and testimonials.

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices; **OR**
- Downloaded from the Kilifi County website.

Applicants can choose to:

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2nd Floor;
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI.**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 1st day of March, 2021.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.