

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant position:-

ADVERTISEMENT

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

1. POSITION: COMMUNITY ADMINISTRATOR III - JOB GROUP 'G' (24 POSTS)

S/ NO	SUB- COUNTY	WARD	VILLAGE UNIT	COMMUNITY AREA	COMMUNITY AREA CODE
1	Malava	Shirugu/ Muigai	Samitsi	1. Sambuli	CA377
				2. Sheywe	CA378
			Malekha	3. Chesuluni	CA379
				4. Luyeshe	CA380
			Mugai	1. Sundulo	CA381
				2. Musungu	CA382
				3. Malanga/Lukala	CA383
2	Lurambi	Mahiakalo	Milimani	1. Mukhamala	CA397
				2. Mukofu	CA398
			Mahiakalo central	3. Ichina	CA399
				4. Mwiya	CA400
3	Shinyalu	Isukha South	Shihuli	1. Shikusi	CA384
				2. Khwirenyi	CA385
			Shitochi	3. Mukumu	CA386
				4. Mulundu	CA387
			Lwamboko	5. Museno	CA388
				6. Shirulu	CA389
			Shidodo	7. Shilalyo	CA390
				8. Mundulu	CA391
				9. Lukhule	CA392
		Isukha West	Mukhonje	1. Iyenga	CA393
				2. Munasio	CA394
			Malimili	3. Shiina	CA395
				4. Mugomari	CA396

Duties and Responsibilities

- Implementing County Government programmes and activities at community level;
- Disseminating information on County Government initiatives;
- Safeguarding County Government property;
- Sensitizing the community on matters of health, water and environment, roads and infrastructure, education, governance, agriculture or any other devolved function;
- Identifying and reporting on areas/cases prone to alcohol, drug and substance abuse;
- Notifying relevant authorities on cases/issues of likely conflict in the area of jurisdiction;
- Creating awareness on relevant statutory registration and other emerging issues;
- Encouraging participation of locals in socio-economic development activities;
- Collecting community data and statistical information relating to population and demography, social amenities and facilities, state of roads, agriculture and livestock production, culture and heritage; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be in possession of Kenya Certificate of Secondary Education (KCSE) minimum mean grade C- (Minus) or its approved equivalent, with C (Plain) in English or Kiswahili from the Kenya National Examination Council (KNEC);
- Have a Certificate in any of the following fields: Education, Mass Communication, Public Administration/Management, Social Work/Welfare, Community Development, Disaster Management or equivalent qualification lasting not less than six (6) months from a recognized institution;
- Have a Certificate in Computer Applications from a recognized institution;
- Be a resident of the particular Community Area;
- Have high integrity and command respect;
- Possess excellent communication skills; and
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

RE - ADVERTISEMENT

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S/NO	SUB-COUNTY	VILLAGE UNIT	WARD	COMMUNITY AREA	COMMUNITY AREA CODE
1.	Likuyani	Aligula	Likuyani	1. St. Monicah	002
		Soy		2. Otiende	007
		Nangili	Kongoni	3. Nangili Central	010
		Nasianda		4. Nasianda Central	012
		Namunyiri	Sinoko	5. Ludodo	023
2.	Lugari	Mukuyu	Mautuma	1. Makongeni	044
		Lugari	Lugari	2. Lumama	048
3.	Malava	Lukume	West Kabras	1. Lukala West	098
4.	Navakholo	Chekata	Bunyala East	1. Muregu	119
		Lusumu	Bunyala West	2. Wadingo	132
5.	Lurambi	Eshibuli	Butsotso Central	1. Ematetie	156
		Indangalasia	Butsotso East	2. Emusala	160
6.	Shinyalu	Shing'odo	Isukha Central	1. Mwilita	191

		Bulovi	Isukha North	2. Ingolomosio	199
7.	Ikolomani	Shimanyiro	Idakho North	1. Mwikhomo	210
		Shibuname	Idakho Central	2. Shikumu	217
		Sabane	Idakho East	3. Ikuyo	230
8.	Khwisero	Wambulisho	Kisa Central	1. Emaene	237
		Mundaha	Kisa East	2. Eshibinga	247
9.	Butere	Shianda	Shianda Marenzo	1. Ebukhoko	274
		Mutoma	Marama central	1. Bukolwe	290
		Imanga		2. Musere	293
10.	Mumias West	Eshihaka central	Musanda	1. Nashitsakha	298
11.	Matungu	Khwirale	Khalaba	1. Kandayi	376

Terms of Service: **Permanent and Pensionable**

NOTE: Applicants for the above position are required to get clearance from the Criminal Investigation Department to meet requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

How to Apply:

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Applicants will be required to indicate their **Sub-County, Ward, Village, Community Unit** of residence and Ethnic community/clan in the **application letter**.

The **position** applied for should be indicated **on top of the envelope**.

Hand delivered applications can be submitted at the **County Public Service Board's** Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor**.

All applications should reach this office **on or before 31st October, 2017**.

****County Government of Kakamega is an equal opportunity employer.***

****Female Candidates and Persons with Disabilities are encouraged to apply.***

****Canvassing will lead to automatic disqualification.***

****Only shortlisted candidates will be contacted.***

SECRETARY/CEO