

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:-

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DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

1. POSITION: COMMUNITY ADMINISTRATOR III - JOB GROUP 'G' (377 Posts)

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) 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.

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 and Community Unit** of residence in the **application letter (See the attached copy of Decentralized Units)**.

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 9th March, 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 conducted.***

SECRETARY/CEO