

REPUBLIC OF KENYA

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 positions:

RE-ADVERTISEMENT

1. DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

Position: Community Administrator, Job Group 'G' (52 Posts)

NO.	SUB COUNTY	WARD	VILLAGE UNIT	COMMUNITY AREA	COMMUNITY AREA CODE
1.	Likuyani	Likuyani	Aligula	1. Seregeya	CA001
			Soy	2. Likuyani Central	CA006
		Sinoko	Nzoia	3. Mwiba	CA021
		Sango	Mawe Tatu	4. Lugulu	CA030
			Nangili	5. Mirembe	CA011
			Sango	6. Lukusi	CA026
		Kongoni	Nasianda	7. Sikulu	CA013
2.	Lugari	Lumakanda	Sosiani	8. Mukuyu	CA037
		Mautuma	Mbagara	9. Mahiga	CA040
		Luandeti	Mahanga	10. Chetambe	CA061
			Mabuye	11. Mutua	CA063
		Chewaywa	Kulumbeni	12. Chenjeni	CA072
		Lugari	Marakusi	13. Mugumu	CA051
3.	Malava	Manda/ Shivanga	Shivanga	14. Cheptuli	CA075
			Fubuye	15. Fubuye Central	CA078
		West Kabras	Burundu	16. Sawawa	CA103
		Chemuche	Shitirira	17. Masungutsa	CA109
		East Kabras	Lwanda	18. Nguvuli	CA114
			Mukangu	19. Kakunga	CA115
4.	Navakholo	Bunyala Central	Sirigoi	20. Lwakhupa	CA126
		Bunyala West	Lusumu	21. Mungakha	CA131
		Ingotse/ Matiha	Matiha	22. Emamakhumbi	CA142
		Shinoyi/ Shikomari/ Esumeyia	Shinoyi	23. Shivembe	CA146
5.	Khwisero	Kisa North	Mwikalikha/ Emuruba	24. Mwikalikha	CA255
		Kisa East	Mundaha	25. Emalindi	CA246

NO.	SUB COUNTY	WARD	VILLAGE UNIT	COMMUNITY AREA	COMMUNITY AREA CODE
		Kisa West	Muhaka	26. Khuluwinu	CA242
				27. Inyanya	CA243
6.	Mumias West	Musanda	Bungasi Central	28. Bumala	CA297
		Mumias North	Bumanyi	29. Ichinga	CA318
7.	Matungu	Koyonzo	Koyonzo Central	30. Koyonzo B	CA357
		Kholera	Namulungu	31. Mukhweya	CA371
8.	Shinyalu	Isukha East	Ikuywa	32. Mashoto	CA204
		Isukha Central	Shiasaba	33. Chepkombe	CA193
		Isukha North	Ivakale	34. Shanderema	CA197
9.	Butere	Marama Central	Butere Township	35. Shiyiro	CA283
			Eshinamwenyuli	36. Shirembe	CA284
			Mutoma Village	37. Ebulafu	CA286
		Marama South	Manyala	38. Mumabanga	CA289
		Marenyo Shianda	Shikunga	39. Bushieni	CA281
			Shianda	40. Buboko	CA273
		Marama North	Inaya	41. Mabole	CA276
				42. Bulanda RC	CA264
10.	Mumias East	Malaha/Isongo /Makunga	Malaha	43. Epanja	CA320
		Lusheya Lubinu	Ekeru	44. Ebwaliro	CA334
11.	Ikolomani	Idakho North	Shiseso	45. Shidukha	CA208
		Idakho Central	Shirumba	46. Malinya	CA214
		Idakho South	Madivini	47. Itukhula	CA219
			Lukose	48. Ikhulili	CA221
			Eregi	49. Shisejeli	CA223
		Idakho East	Lirhembe	50. Lirhembe Central	CA225
12.	Lurambi	Shieywe	Maraba	51. Maraba A	CA170
			Sichirayi	52. Ebambwa	Ebwambwa

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.

NOTE: APPLICANTS FOR POSITION OF COMMUNITY ADMINISTRATOR ARE ONLY REQUIRED TO GET CLEARANCE FROM THE CRIMINAL INVESTIGATION DEPARTMENT.

A copy of this clearance **MUST** be attached to the application documents.

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**

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

Kakamega County residents will be required to indicate their Sub-County and Ward of residence in the application.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2nd Floor on or before 30th March, 2018.**

County Government of Kakamega is an equal opportunity employer

Persons with Disabilities are encouraged to apply

Canvassing will lead to automatic disqualification

NOTE: Only Shortlisted candidates will be contacted

SECRETARY/CEO