

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' (31 Posts)

S/No	Sub County	Ward	Village Unit	Community Area	CAC
1.	Likuyani	Sinoko	Nzoia	Mwiba	1. CA021
		Sinoko	Milimani	Go down	2. CA 024
2.	Lugari	Chevaywa	Kulumbeni	Chenjeni	3. CA072
3.	Malava	East Kabras	Lwanda	Nguvuli	4. CA114
		East Kabras	Mukangu	Fuvale	5. CA116
		Manda/ Shivanga	Fubuye	Fubuye Central	6. CA078
		Manda/ Shivanga	Tombo	Hamtua/Matete	7. CA080
		Shirugu/ Muigai	Muigai	Musungu	8. CA382
		Shirugu/ Muigai	Mugai	Sundulo	9. CA381
		Chemuche	Kimang'eti	Chimoroni	10. CA106
		Chemuche	Shitirira	Tumbeni	11. CA110
4.	Navakholo	Bunyala West	Lusumu	Mungakha	12. CA131
		Shinoyi/ Shikomari/ Esumeyia	Shikomari	Bumamu	13. CA148
5.	Khwisero	Kisa West	Dudi/Doho	Dudi	14. CA240
		Kisa West	Dudi/Doho	Doho	15. CA241
		Kisa West	Muhaka	Khuluwinu	16. CA242
		Kisa West	Muhaka	Inyanya	17. CA243
		Kisa west	Eshirombe	Ebuhala	18. CA244
6.	Mumias East	Malaha/Isongo/ Makunga	Malaha	Epanja	19. CA320
7.	Shinyalu	Isukha East	Ikuywa	Mashoto	20. CA204
8.	Ikolomani	Idakho North	Shiseso	Shidukha	21. CA208
		Idakho Central	Shibuname	Shikumu	22. CA217
		Idakho Central	Shibuname	Lunenere	23. CA218
		Idakho South	Madivini	Itukhula	24. CA219
		Idakho South	Lukose	Ikhulili	25. CA221
		Idakho East	Lirhembe	Lirhembe	26. CA225

S/No	Sub County	Ward	Village Unit	Community Area	CAC
				Central	
9.	Butere	Marama South	Manyala	Bushieni	27. CA281
10.	Lurambi	Shieywe	Maraba	Maraba A	28. CA170
11.	Mumias West	Musanda	EShikalame Central	EShikalame	29. CA300
12.	Matungu	Koyonzo	Nanyeni	Itete	30. CA360
13.		Kholera	Namulungu	Mukhweya	31. CA371

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 **12th July, 2018**.

All applications should reach this office **on or before 12th July, 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