

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' (17 Posts)

S/NO	Sub County	Ward	Village unit	Community area	CAC
1	Likuyani	Nzoia	Matunda	Matunda Central	CA018
2	Navakholo	Shinoyi/ Shikomari/ Esumeyia	Shikomari	Bumamu	CA148
3	Khwisero	Kisa East	Mundaha	Eshibinga	CA 247
4	Mumias West	Musanda	Eshihaka Central	Nashitsakha	CA298
		Etenje	Buchifi	Shikulu	CA305
5	Shinyalu	Murhanda	Mukulusu	Shamiloli	CA 181
		Isukha West	Mukhonje	Iyenga	CA 393
		Isukha West	Mukhonje	Munasio	CA 394
		Isukha West	Malimili	Shina	CA 395
		Isukha West	Malimili	Mugomari	CA 396
		Isukha South	Shidodo	Lukhule	CA 392
		Isukha South	Shihuli	Shikusi	CA 384
		Isukha South	Shihuli	Kwirenyi	CA 385
		Isukha North	Bulovi	Ingolomosio	CA199
6	Butere	Shianda Marenjo	Shianda	Ebukhoko	CA274
			Shianda	Bubala	CA275
7	Lurambi	Butsotso Central	Eshibuli	Ematatie	CA156

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 **29th June, 2018**.

All applications should reach this office **on or before 29th June, 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