

REPUBLIC OF KENYA

GOVERNMENT OF MAKUENI COUNTY



MAKUENI COUNTY PUBLIC SERVICE BOARD

P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751

Email: cpsb@makueni.go.ke

Web: www.makuenicpsb.go.ke

JOB VACANCY

Makueni County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following position:

**DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT,
ENVIRONMENT AND CLIMATE CHANGE.**

EMALI /SULTAN HAMUD MUNICIPALITY

VACANCY IN THE GRADE OF MUNICIPAL MANAGER: 1 POST

JOB GROUP 'Q': KShs. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 -121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

Terms of Service: Five (5) year contract renewable once subject to performance.

Duties and Responsibilities of the Municipal Manager

- Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector and community-based organizations;
- Implement the decisions and functions of the Board;
- Enforce the provisions of the Emali Sultan Hamud Municipal Charter and County legislation and other applicable laws;
- Prepare and administer the annual municipality budget;
- Organize Departmental structures and develop an administrative structure;
- Initiate the appointment and removal of municipality employees;



- h) Supervise and exercise disciplinary control of all municipality employees in line with human resource policies
- i) Administer Municipality Assets, utilities and property;
- j) Secretary to the Board; and
- k) Perform other duties as may be directed by the Board of the Municipality.

Requirements for appointment

The Municipal Manager must;

- a) Be a citizen of Kenya;
- b) Hold a degree from a University recognized in Kenya or its equivalent;
- c) Have at least four years' experience in management either in the public or private sector;
- d) Must satisfy the requirements of Chapter Six of the Constitution

HOW TO APPLY

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates and ID card should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
Makueni County Public Service Board
P.O Box 49-90300
MAKUENI**

OR

Delivered by hand at the reception of Makueni County Public Service Board offices located past Makueni Girls and Opposite Wote Technical Training Institute.

All the applications should reach the Secretary/CEO, Makueni County Public Service Board on or before 5.00 p.m on **Tuesday 6th June, 2023.**

NOTE:

- i. The Job Application Form can be downloaded from the County Public Service Board's website; **www.makuenipsb.go.ke;**
- ii. Candidates should attach relevant academic and professional certificates, National Identity Card, practice licence and professional registration certificate (where necessary);
- iii. Only the shortlisted candidates will be contacted;
- iv. Canvassing in any form will lead to automatic disqualification;
- v. Shortlisted candidates will be required to produce their original and certified copies of National Identity cards/valid passport, certificates, Chapter Six documents and testimonials at the interview;
- vi. The Government of Makueni County is an equal employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply;
- vii. The salary and benefits attached to this post are as advised by the Salaries and Remuneration Commission.

CS. Redempta Kavindu

Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD.

