



NAROK COUNTY GOVERNMENT
PUBLIC SERVICE BOARD
VACANCY

Pursuant to the Constitution of Kenya 2010 (Article 185(2), 186(1) and 187(2) on distribution of functions between the National Government and County Government, Urban Areas and Cities Act, No. 13 of 2011 and the County Government Act No. 17 of 2012, the Narok County Public Service Board invites applications from suitably qualified candidates to fill the position of Municipal Manager in the Narok County Government.

MUNICIPAL MANAGER (1) ONE POSITION- JOB GROUP ‘Q’

The Municipal Manager shall be the Administrative Head of the Municipality of Narok

Terms of Service

Contract of Five (5) years renewable

Requirements for Appointment

The Municipal Manager shall:

- (a) Be a citizen of Kenya
- (b) Hold a degree from a University recognized in Kenya or its equivalent
- (c) Have served and had proven experience in administration or management either in public or private sector for a term of at least five years.
- (d) Satisfy the requirements of Chapter six of the Constitution of Kenya, 2010.

Duties and Responsibilities

1. Implement the decisions and functions of the Municipal Board
2. Responsible for proper conduct of executive and administrative work and affairs of the Municipality
3. Attend all the municipal Board meetings
4. Mark reports and recommendations to the Municipal Board
5. Administer and enforce all Municipality by – laws and other directives
6. Encourage and support regional and Inter-Governmental Cooperation
7. Perform other duties as directed by the Municipal Board.

Interested and qualified persons are requested to make their applications by completing one application form **NRK-CPSB(1)2016**. The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>

Completed application form should be sent to:

**The CEO/Secretary
Narok County Public Service Board
P.O Box 545-20500
NAROK**

Or be hand –delivered to the Office of the Narok County Public Service Board CEO/Secretary, Narok Town, Mau Narok Road, Noolmong’i House 2nd Floor, Block B, So as to reach the office **on or before 6th August, 2018 Noon.**

Please note that:

- Candidates should **NOT** attach any documents to the application form. **ALL** the details requested in the advertisement should be filled on the form.
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- Beware of fraudsters who will claim that they can assist one to secure the above advertised position in the Narok County Government.
- The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. Persons with disabilities, the marginalized and the minorities are encouraged to apply.

Shortlisted candidates shall be required to produce **originals** of their National Identity Card, Academic and Professional Certificates and Transcripts, Certificate of Good Conduct, Compliance Certificates from KRA, HELB, and EACC during the interview.

Serving officers shall be required to produce the original letter of appointment from their organizations to the current substantive post during the interview.

**CS. Zipporah S. Gad
CEO/Board Secretary
NAROK COUNTY PUBLIC SERVICE BOARD**