

REPUBLIC OF KENYA



NAROK COUNTY GOVERNMENT
PUBLIC SERVICE BOARD

ADVERTISEMENT -VACANT POSITIONS IN THE NAROK COUNTY GOVERNMENT PUBLIC SERVICE.

The Narok County Public Service Board wishes to recruit competent and qualified persons to fill the following positions as per the Constitution of Kenya 2010 and County Government Act No. 17 of 2012 section 59 (B).

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT, DEVOLUTION AND PUBLIC ADMINISTRATION

WARD ADMINISTRATOR, JOB GROUP CPSB 06- TWENTY (20) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: JG CPSB 06: Ksh.56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 - 83,550 x 3,810 - 87,360 p.m

Duties and Responsibilities

Duties and responsibilities at this level entail:- coordinate, manage and supervise the general administrative functions in the Ward unit, including;

The development of policies and plans

Ensuring effective service delivery;

Developmental activities to empower the community;

The provision and maintenance of infrastructure and facilities of public services;

Exercise any functions and powers delegated by the County Public Service Board under section 86 and coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.

In carrying out the functions and obligations in subsection (3),

The Ward administrator shall be responsible to the sub-county administrator.

Requirements for appointment

For appointment to this grade, an officer must-

- i. Be a Kenya citizen
- ii. Have a Bachelor Degree from a university recognized in Kenya
- iii. Have vast knowledge and experience of not less than 3 years in community service/ development.

- iv. Demonstrate a thorough understanding of devolution, the County Development objectives and vision 2030.
- v. Be computer literate

ADMINISTRATIVE ASSISTANT III JOB GROUP CPSB 11 - TWELVE (12) POSTS

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 -30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,95 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level entail:-

- Planning of office accommodation and layout;
- Facilitating transport and travelling services;
- Maintaining and updating furniture and office equipment inventory;
- Ensuring payment of utility bills;
- Facilitating movement of assets;
- Facilitating general maintenance of building and furniture;
- Facilitating logistics for meetings, conferences and other specific events;
- Collecting and collating data on developmental activities;
- Providing input in organizing public participation awareness at the local level

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development, Supply chain, Trade, economics or any other social science from a recognized Institution;
- ii. Certificate in computer applications from a recognized Institution

Interested and qualified persons are requested to make their applications in written by completing one (1) Application for employment form serial number **NRK-CPSB (2)2016 (REV. 2021)**. The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>.

Please note: Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.

- Only qualified and shortlisted candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.

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 **original and copies** of their National Identity Card, academic and professional certificates and transcripts, KRA, HELB, EACC and CRB clearances and Certificate of good conduct during the interviews.

Applications should reach the Board on or before **20th March, 2023** addressed to:

**The Board Secretary/CEO
Narok County Public Service Board
NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN
P.O Box 545-20500
NAROK**