

## COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD  
P.O BOX 2362-00900  
KIAMBU

### VACANCIES FOR MUNICIPAL MANAGERS (6 POSTS)

Pursuant to the provisions of Section 28 and 29 of the Urban Areas and Cities Act, 2011, the County Public Service Board wishes to recruit competent and qualified persons to fill the following positions of Municipal Managers for any of the following proposed Municipalities: Kiambu, Karuri, Thika, Kikuyu, Limuru and Ruiru.

The Municipal Manager shall hold office for a contractual term of three years, which term may be renewed based on performance.

#### Duties and Responsibilities

- The Municipal Manager shall be responsible for implementing the Municipal Board's decisions.

#### Requirements for Appointment

A person may be eligible for this position if that person;

- Is a Kenyan citizen;
- Holder of a degree from a University recognized in Kenya;
- Has a proven experience of not less than five years in administration or management either in the public or private sector; and
- Satisfy the requirements of Chapter six of the Constitution of Kenya 2010.

**Terms of employment:** Contract

**Salary:** As per Salaries and Remuneration Commission (SRC) Recommendations.

## How to apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. Clearly indicate the Municipality applied for both on the cover letter and the envelope. Applications should be addressed to:

The Secretary  
County Public Service Board  
P O Box 2362 - 00900  
**KIAMBU**

Hand delivered applications should be dropped in the specific box provided on the first floor Thika Sub-County offices (at the County Public Service Board offices - Room 103) between 8.00 a.m and 5.00 p.m on weekdays.

Applicants should seek clearance from and attach copies or evidence thereof of the CURRENT (valid in 2018) documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before the **14th June, 2018**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

### NOTE:

- **KIAMBU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**
- **EMPLOYEES OF THE COUNTY ARE ENCOURAGED TO APPLY.**
- **WOMEN, MINORITIES AND PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.**
- **ANY FORM OF CANVASSING SHALL LEAD TO AUTOMATIC DISQUALIFICATION.**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**