

## COUNTY GOVERNMENT OF KWALE



### COUNTY PUBLIC SERVICE BOARD

#### VACANCIES

The County Public Service Board wishes to recruit competent and qualified persons to fill the following positions in the department of Public Service and Administration.

#### **ADMINISTRATIVE ASSISTANT III**

#### **1 POST – JOB GROUP ‘G’**

#### **GOMBATO VILLAGE UNIT**

#### **Requirements for Appointment**

For direct appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education;
- ii. Be a holder of a certificate in any of the following disciplines: - Public Administration; Business Administration Management, Community Development or any other Social Sciences from a recognized institution;
- iii. Certificate in computer application

#### **Duties and Responsibilities**

The Administrative Assistant III shall be responsible to the relevant administrator for the following;

- i. ensuring and coordinating the participation of the village unit in governance;
- ii. assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level;
- iii. the exercise of any functions and powers delegated by the County Public Service Board under section 86 of the County Government Act, 2012
- iv. **The Applicant MUST be a resident of Gombato Village Unit.**

## **SENIOR ASSISTANT ADMINISTRATIVE OFFICER**

### **3 POSTS - JOB GROUP 'L'**

- 1. WAA/NG'OMBENI WARD**
- 2. TIWI WARD**
- 3. NDAVAYA WARD**

### **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 or any other Social Sciences from a recognized institution;
- ii. Served in the grade of Assistant Administrative Officer I or in a comparable and relevant position for a minimum period of three (3) years;
- iii. Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution is an added advantage.
- iv. Supervisory Management course or equivalent qualification from a recognized institution
- v. Certificate in computer applications from a recognized institution;

### **Duties and Responsibilities**

The Senior Assistant Administrative Officer shall be responsible to the Administrative Officer for the following;

- i. the development of policies and plans;
- ii. service delivery;
- iii. developmental activities to empower the community;
- iv. the provision and maintenance of infrastructure and facilities of public services;
- v. the county public service;
- vi. exercise any functions and powers delegated by the County Public Service Board under section 86 of the County Government Act, 2012;
- vii. Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.
- viii. **The Applicant Must be a resident of the Ward he or she has applied for.**

## **ASSISTANT DIRECTOR ADMINISTRATION**

### **1 POSTS - JOB GROUP 'P'**

#### **LUNGA-LUNGA SUB-COUNTY**

##### **Requirements for Appointment**

- i. Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution, and
- ii. Served in the grade of Principal Administrative Officer or in a comparable and relevant position for a minimum period of three (3) years;
- iii. Master's degree in any of the following disciplines: Public Administration; Business Administration Management, Community Development or any other Social Science from a recognized institution as an added advantage;
- iv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Administrative officer's examination (PSCK) is an added advantage.
- vi. Certificate in computer applications from a recognized institution;

##### **Duties and Responsibilities**

The Assistant Director Administration shall be responsible to the relevant Deputy/Director of Administration for the following;

- i. The development of policies and plans;
- ii. Service delivery;
- iii. Developmental activities to empower the community;
- iv. The provision and maintenance of infrastructure and facilities of public services;
- v. The county public service;
- vi. Exercise any functions and powers delegated by the County Public Service Board under section 86 of the County Government Act, 2012;
- vii. Facilitation and coordination of citizen participation in the development of policies and plans and delivery of services.
- viii. **The Applicant MUST be a resident of Lunga-Lunga Sub-County**

**Note:** - 1. All applications should be submitted on or before **Friday 23<sup>rd</sup> June 2023** by **4:30Pm** in a sealed envelope clearly marked on the left side the **category (position)** which they fall and addressed to:-

**The Board Secretary  
Kwale County Public Service Board  
P.O BOX 4 -80403  
KWALE**

**Posted or hand delivered** at the Kwale County Public Service Board Offices next to Kwale District Hospital and opposite Baraza Park – Kwale Town.

2. Applicants must attach copies the following documents:-

- National Identity Card
- Academic and professional certificates
- Leaving certificates and other testimonials

3. All applicants submitting their applications through hand delivery should be on face masks and adhere to health protocols like keeping social distance and washing their hands.

4. Women & People with Disabilities are encouraged to apply.

5. Please visit our official website [www.kwalecountygov.com](http://www.kwalecountygov.com) for details on job requirements.