

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KISUMU
KISUMU COUNTY PUBLIC SERVICE BOARD

RE-ADVERTISEMENT OF VACANCIES

The Kisumu County Public Service Board is pleased to invite applications from suitably qualified, motivated and pro-active individuals to fill vacancies in the following department:-

1. PUBLIC SERVICE, COUNTY ADMINISTRATION & PARTICIPATORY DEVELOPMENT.

S/NO	DESIGNATION	JOB GROUP	VACANCY REFERENCE NO	NUMBER OF VACANCIES
1.	Village Administrators	H	KSM/CPSB/01/03/2024	70

Terms of Service: 3 Years Contract

For details on the above advertised positions and how to apply, applicants are asked to visit our website www.kisumu.go.ke.

HOW TO APPLY

The candidate should apply by downloading and filling application for employment form available on our website: www.kisumu.go.ke, or www.cpsb.kisumu.go.ke, and submit together with copies of academic and professional certificates in **pdf format as a continuous document quoting the job title on the email subject** to kcpsbjobs03@kisumu.go.ke on or before **22nd April 2024** by 5.00p.m. Please indicate the vacancy reference number and the position applied for on the employment form. **NOTE: No manual applications will be accepted.**

Applicants holding foreign Degrees should have them authenticated by Commission for Higher Education (CHE) or Kenya Qualifications Authority (KNQA). In addition, during the interview, they will be required to submit their academic certificates authenticated by Issuing Institutions to the Board.

Chapter 6 requirements will only be required from successful candidates upon offer of job and not at the application stage.

DISCLAIMER:

- Only those who meet the minimum requirements should apply.**
- Any form of canvassing will lead to automatic disqualification.
- The Kisumu County Public Service Board is an Equal Opportunity Employer, the minority, marginalized groups and Persons with Disabilities who meet the minimum requirements are encouraged to apply.
- The Board does not charge any fee for interviews and processing of applications.**
- Only shortlisted candidates will be contacted

**BOARD SECRETARY/CEO
KISUMU COUNTY PUBLIC SERVICE BOARD
P.O. BOX 7792-40100,
KISUMU**

JOB DESCRIPTION


VILLAGE ADMINISTRATORS

The Village Administrator shall be directly responsible to a Ward Administrator.

- 1) Carry out Administrative supervision and coordination of County civil service at the Village.
- 2) Carry out routine supervision of development projects, programs and activities initiated by the County Government and, or its partners within a village.
- 3) Ensure effective, efficient and prudent management of County resources, facilities of public service and general County social amenities at the village.
- 4) Foster, promote and maintain intergovernmental relations for public service at the Village.
- 5) Promote effective mobilization and coordination of citizen participation in County Development programs, civic engagements and involvements in Government policies and plans of public interest.
- 6) Shall be the custodian of updated County Government assets and liability register at the Village.
- 7) Ensure prudent usage and maintenance of County Government infrastructure at the Village.
- 8) Carry out inclusive public sensitization on Government programs, policies and plans of public interest.
- 9) Carry out timely dissemination of Government information, plans and policies of public interest within the village through County forums, legal public gatherings and village community barazas.
- 10) Ensure proper security and safe custody of all Government assets and properties; fixed or movable, domiciled in the village of jurisdiction.
- 11) Undertake general administrative duties within the Village of Jurisdiction.
- 12) In performing the above duties and responsibilities, a Village Administrator shall be directly responsible for collection and submission of timely, accurate and verifiable reports on service delivery, emergencies and general administration, as may be required by the appointed authorities from time to time.
- 13) Perform any other duties and functions as may be assigned from time to time by any appointed higher authority.

Minimum Qualifications

- Post 'O' Level **Certificate in Administration;**
- Be a Kenyan Citizen;
- Has been a resident in the respective village Unit for a continuous period of not less than Five(5) years prior to the appointment;
- Satisfy the requirements of Chapter Six(6) of the Constitution (on leadership and integrity);

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- Have knowledge of certain key areas (for example, knowledge of devolution, familiarity with the County, its policies and its Administrative structure);
- Work experience (in Management and Administration up to **Three (3) Years**);
- Use of technology such as computer literacy;
- Responsible attitude and ability to work on own initiative; ability to make reasonable decisions in the absence of direction.

 28/03/2024