

THE COUNTY GOVERNMENT OF ISIOLO

Vision:

“To be a model of excellence in transforming public service”

Mission.

“To facilitate a Citizen centered public service

in Isiolo County



Isiolo town

P.O.BOX 224 – 60300

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Cpsb@isiolo.go.ke

COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES IN THE COUNTY GOVERNMENT OF ISIOLO, (April. 2023)

The Isiolo County Public Service Board invites applications from interested and qualified persons to fill the below vacant post.

SUB COUNTY ADMINISTRATOR, JOB GROUP ‘Q’ (3 POST)

(Oldonyiro, Cherrab and Sericho Sub counties)

TERMS: Contract 3 Years

Duties and Responsibilities

- Initiating and implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- Managing and serving the general administration services;
- Implementing public service reforms;
- Facilitating maintenance of infrastructure and facilities;
- Planning coordinating office accommodation;
- Managing county government assets;
- Ensuring services delivering in the area of jurisdiction;
- Facilitating mobilization and ensuring prudent utilization of resources;
- Developing programs and projects to empower community;
- Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- Facilitating intra and inter-governmental relations and conflicts resolutions;
- Overseeing safe custody of government assets in the area of jurisdiction;
- Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction.

Requirements for Appointment

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

- Served in the grade of Principal Administration officer/ principal ward Administrator, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
Or
- Bachelor's degree in any of the following disciplines: -Public Administration; Business Administration /Management, Community Development or any other Social Science from a recognized institution;
- 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;
- Advanced Diploma in Public Administration or equivalent qualification from a recognized institution considered an advantage;
- Certificate in Management course not lasting less than four (4) weeks from a recognized institution;
- Certificate in computer applications skills from a recognized institution; and
- Demonstrated managerial, administrative and professional competence in work performance and result.

HOW TO APPLY.

Written applications enclosing current curriculum vitae, copies of academic and professional certificate, ID card and clearance certificates in accordance to chapter six of the constitution should be submitted to the undersigned on or before 5.00 PM **26th April, 2023**

*THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
OPPOSITE AL-ANSAR GROUNDS*

*P.O BOX 224-6030
ISIOLO*