



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 1103 – 50400



ADVERTISEMENT

Pursuant to Article 235(1)(b) of the Constitution of Kenya 2010 and Section 59(1)(b) of the County Governments Act, 2012; the County Public Service Board of Busia invites applications from suitable and qualified persons to fill a vacant position in the Department of Lands, Housing & Urban Development, County Government of Busia on a **five (5) year contract terms of service** as follows:

NO	CADRE	J/G	NO OF POSTS	ADVERT NO
1.	MUNICIPAL MANAGER – BUSIA MUNICIPAL BOARD	R	1	CPSB/113/2023
	TOTAL		1	

1. MUNICIPAL MANAGER – BUSIA MUNICIPALITY, JOB GROUP ‘R’ – ONE (1) POSITION, ADVERT NO: CPSB/113/2023

The Municipal Manager will be responsible to the Municipal Board for managing the affairs of the Municipality in line with Article 184 of the Constitution of Kenya 2010, and the Urban Areas and Cities Act, 2011 and (amendment) 2019.

The Manager shall be the Secretary of the Board and an ex- officio member of the Board.

Duties and responsibilities

The Municipal Manager will be accountable to the Board and will be responsible for:

- i. Ensuring provision of services to Municipality residents
- ii. Developing and adopting policies, plans, strategies and programs for efficient running of the Municipality
- iii. Formulating and implementing integrated development plans
- iv. Controlling land use, land subdivisions for various development purposes within the framework of the spatial and master plans for the municipality as may be delegated by the County Government;
- v. Promoting and undertaking infrastructural development and services within the Municipality as may be delegated by the County Government
- vi. Developing and managing schemes, including site development in collaboration with the relevant National and County Agencies
- vii. Maintaining a comprehensive database and information system for the municipality
- viii. Enforcing the fees, levies and charges as may be authorized by the County Government for delivery of services
- ix. Implementing applicable national and county legislation
- x. Preparing the annual budget estimates for consideration by the county treasury and transmission to the County Assembly for approval;
- xi. Coordinating and facilitating citizen participation in the development of policies and plans for delivery of services
- xii. Promoting a safe and healthy environment

- xiii. Facilitating and regulating public transport
- xiv. Any other duties as assigned from time to time.

Requirements for appointment

- i. Be a Kenyan citizen
- ii. Have a Bachelor's degree in Public Administration, Management, Economics, urban Planning/Development, Sociology or any other related field from a recognized university
- iii. Master's degree in relevant field is an added advantage
- iv. Be a member of the relevant professional body in good standing.
- v. Has proven experience of not less than ten (10) years in administration or management either in the public or private sector
- vi. Possession of at least a Senior Management Course program lasting not less than four (4) weeks or its equivalent from a recognized institution.
- vii. Demonstrate managerial, leadership and professional competence in work performance and results

Mandatory Additional requirements

All applicants are expected to attach copies of the following documents:

- i) KRA Tax compliance certificate
- ii) Clearance from HELB
- iii) Clearance from the Ethics and Anti-Corruption Commission (EACC)
- iv) Certificate of Good Conduct
- v) CRB clearance certificate

HOW TO APPLY:

All applicants should submit their application letter together with copies of their detailed curriculum vitae with names, address and telephone contacts, academic and professional certificates, testimonials, national identity card and any other supporting documents to **the County Public Service Board – PORT VICTORIA PLAZA on or before 21ST DECEMBER, 2023 at 5.00 p.m.**

Applications should be addressed to:

**The Secretary/CEO,
County Public Service Board,
County Government of Busia,
P.O Box 1103- 50400,
Busia.**

For more information concerning the duties and requirements for appointment, check the County website:

www.busiacyoung.go.ke

The County Government of Busia is an equal opportunity employer, women, youth, and people living with disability are encouraged to apply.

ALL FORMS OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

**Truphenah E. Akide
Secretary/CEO
County Public Service Board**