

**SUB-COUNTY ADMINISTRATOR, JOB GROUP ‘Q’ – 2 Posts - REF: NO  
MCG/PSB/2018/017**

**Requirements for appointment**

- Be a holder of at least a first degree from a university recognized in Kenya;
- Working experience of not less than ten (10) years in administration or management;
- Have qualifications and knowledge in administration or management;
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity.

**Duties and Responsibilities**

- Coordinating the management and supervision of the general administrative functions in the Sub-County unit;
- Developing policies and plans;
- Ensuring effective service delivery;
- Facilitating and coordinating citizen participation in the development of policies, plans and delivery of services;
- Providing and maintaining infrastructure and facilities of public service;
- Coordinating developmental activities to empower the community;
- Maintaining the Sub County public service;
- Exercising any functions and powers delegated by the County Public Service Board under section 86.