

SUB-COUNTY ADMINISTRATOR, JOB GROUP ‘Q’ – 1 POSTS

Requirements for appointment

For appointment to this grade, one must:

- i. Be a holder of at least a first degree from a university recognized in Kenya;
- ii. Have qualifications and knowledge in administration or management;
- iii. Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity.

Duties and Responsibilities

An officer at this level, will be responsible for:

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

Salary Scale: The salary will be in **Job Group “Q”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

How to apply

Details of the vacancies can be accessed at our website www.murang'a.go.ke.

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before **Tuesday 25TH July, 2023**.

- Applicants from other Counties are encouraged to apply.
- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance And Other Relevant Documents In Support Of Their Applications.
- INCOMPLETE applications will not be considered

- Only short-listed candidates will be contacted.

Murang'a County Government is an equal opportunity employer