



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100



Email: cpsb@nakuru.go.ke

VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act Cap. 265, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions in the **Nakuru County Municipal Boards – Advert No. 18/2024.**

- 1. Municipal Manager – Gilgil Municipal Board – one (1) position JG ‘Q’ – Advert No. 15/2024/01**
- 2. Municipal Manager – Molo Municipal Board – one (1) position JG ‘Q’ – Advert No. 15/2024/02**

Requirements for Appointment

1. Be a Kenyan citizen;
2. Hold a degree from a university recognised in Kenya or its equivalent; and
3. Should have proven experience of not less than ten (10) years in administration or management either in the public or private sector.

Duties and Responsibilities

A Municipal manager shall implement the decisions and functions of the Board and shall be answerable to the Board.

Terms of Service:

Five (5) years contract.

Remuneration:

As per the guidelines provided by the Salaries and Remuneration Commission.

HOW TO APPLY

Interested and qualified candidates are required to make applications by downloading and completing an **Employment Application Form** from the County Government of Nakuru website www.nakuru.go.ke/careers

A duly filled employment application form and **certified copies of National ID, KCSE, Degree/Masters Certificates and Professional registration certificates (where applicable)** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 31st December, 2024** at 5.00 p.m. **(No hand delivered applications will be accepted).**

Clearly indicate the Advert number and Municipality applying for on top of the envelope and address to;

The Secretary
Nakuru County Public Service Board
Public Works Building- Prisons Road
P.O Box 2870-20100
NAKURU

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Shortlisted candidates will be required to present chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

Only shortlisted candidates will be contacted.

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear**

no responsibility for any personal loss arising from such unlawful dealings. Such cases should be reported to the Police and other relevant Law Enforcement Agencies. Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

Secretary/CEO

Nakuru County Public Service Board