

# COUNTY GOVERNMENT OF WAJIR



## VACANCIES FOR WAJIR MUNICIPALITY BOARD MEMBERS

### **1) Board Members; Wajir Municipality (4 Posts)**

Pursuant to the provisions of section 14 of the Urban Areas and Cities Act, 2011, as read with section 59 (1) and (2) of the County Governments Act, 2012, the Wajir County Public Service Board invites applications for four (4) positions from competent and qualified persons to serve as members of the Wajir Municipality Board.

The members of the Board shall hold office for a term of five years, on a part-time basis.

### **2) Remuneration**

Board members shall be paid allowance and benefits as determined and reviewed by the Salaries and Remuneration Commission

### **3) Responsibilities of the Board**

- Oversee the affairs of the city or municipality.
- Develop and adopt policies, plans, strategies and programmes, and may set targets for delivery of services.
- Formulate and implement an integrated development plan.
- Control land use, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture, and freight and transit stations within the framework of the spatial and master plans for the city or municipality as may be delegated by the county government.
- As may be delegated by the county government, promote and undertake infrastructural development and services within the city or municipality.
- Develop and manage schemes, including site development in collaboration with the relevant national and county agencies.
- Maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the board.

- Administer and regulate its internal affairs.
- Implement applicable national and county legislation.
- Enter into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions under this Act or other written law.
- Monitor and, where appropriate, regulate city and municipal services where those services are provided by service providers other than the board of the city or municipality.
- Prepare and submit its annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill.
- As may be delegated by the county government, collect rates, taxes levies, duties, fees and surcharges on fees.
- Settle and implement tariff, rates and tax and debt collection policies as delegated by the county government.
- Monitor the impact and effectiveness of any services, policies, programmes or plans.
- Establish, implement and monitor performance management systems.
- Promote a safe and healthy environment.
- Facilitate and regulate public transport: and
- Perform such other functions as may be delegated to it by the county government or as may be provided for by any written law.

#### **4) Requirements for Appointment:**

- Be a Kenyan citizen;
- Be Literate and numerate to at least Diploma level from a recognized institution relevant to Municipal Administration
- Be ordinarily resident or have a permanent dwelling within Wajir Municipality;
- Carry on business in the municipality; or
- Have lived in the municipality for at least five (5) years.
- Demonstrate capacity to offer leadership and work under pressure.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

#### **5) Application Criteria**

Applicants interested in applying for the above position should submit the following documents:

- An application letter
- Curriculum Vitae
- Copy of National ID card
- Copies of academic and Professional certificates

- Fulfil requirements for Chapter six (6) of the Constitution of Kenya
  - Certificate of Good Conduct from the Directorate of Criminal Investigation
  - Clearance Certificate from Higher Education Loans Board (HELB)
  - Tax Compliance Certificate from Kenya Revenue Authority
  - Clearance from Ethics & Anti-corruption Commission (EACC)
  - Clearance from Credit Reference Bureau

Applications shall be submitted to the undersigned in a sealed envelope clearly marked **Municipal Board** by close of business on or before 13<sup>th</sup> July, 2018

**THE SECRETARY**

**WAJIR COUNTY PUBLIC SERVICE BOARD**

**P.O. BOX 9-70200**

**WAJIR**