COUNTY GOVERNMENT OF GARISSA

COUNTY PUBLIC SERVICE BOARD

Opportunities to serve the County Government of Garissa

The County Public Service Board, wishes to recruit competent and qualified persons to fill the following vacant positions. Visit www.garissa.go.ke for the detailed job descriptions.

Job Title	Reference	Job Group	Terms of Service
Municipal Manager - Balambala Municipality	**GCPSB/MCPM/APP.01C - 2025**	**CPSB 04**	**Contractual Terms of Three (3) Years**

Individuals applying for these positions must be Kenyan Citizens, with the qualification, skills and experience as outlined in the detailed job description for the position you are applying for.

You will also be conversant with the Constitution of Kenya and all the devolution laws, demonstrate understanding and commitment to National values and principles of governance as outlined in articles 10 and 232 of the Constitution of Kenya 2010, and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity. Also of importance is a clearly demonstrated understanding of both the county and national goals, policies development strategies as well as Vision 2030.

All applications should include a copy of your National Identity Card/Passport, copies of Academic and Professional Certificates, testimonials, registrations, and current statutory clearances: KRA, HELB, EACC, CRB and CID (certificate of good conduct). For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission of University Education

How to Apply

Applications, should be sent or submitted in a sealed envelope clearly marked on the left-hand side, the position being applied for and addressed to:

The Secretary/CEO
County Public Service Board
P.O. Box 563-70100
Garissa

The County Public Service Board Office is located at the Urban Planning Offices (former municipal Council) along Airstrip Road.

All applications should reach us on or before **Friday, 15th August, 2025**. Please note that:

- Canvassing will lead to automatic disqualification
- Only short-listed candidates will be contacted;
- Garissa County is an equal opportunity employer that values and encourages applications from women and persons with special needs

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Job description

MUNICIPAL MANAGER - BALAMBALA MUNICIPALITY JOB GROUP CPSB 04
REF: GCPSB/MCPM/APP.01C - 2025
TERMS OF SERVICE - CONTRACT TERMS

DUTIES AND RESPONSIBILITIES

The Municipal Manager shall be the Administrative Head of the Municipality and shall report to the Municipal Board and be responsible for the following functions:

- Act on behalf of the Municipal Board ensuring the execution of the decisions of the board;
- Prepare and present for approval to the Board of the Municipality, an annual estimate of revenue and expenditure;
- Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the civil society, private sector, and community-based organizations;
- Prepare, and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the board;
- Act as an ex-officio member of all committees of the Board;
- Exercise supervision over all departments and agencies of the Municipality and coordination of its activities;
- Administer and enforce all Municipality By-laws, resolutions, franchises, leases, contracts, permits, and other Municipality decisions;
- Prepare and administer the annual Municipality budget;
- Administer Municipality utilities and property;
- Encourage and support regional and intergovernmental cooperation;
- Promote cooperation among the Board of the Municipality, staff, and citizens in developing Municipality policies and building a sense of community, and
- Perform any other duties as directed by the Board of the Municipality.

REQUIREMENTS FOR APPOINTMENT

Subject to Article 232 of the Constitution, a person shall qualify to be appointed as city or Municipal Manager if the Person; -

(a) Is a citizen of Kenya
(b) Holds a degree from a university recognized in Kenya or its equivalent;
(c) Has proven experience of not less than five (5) years in administration or management either in the public or private sector; and
(d) Be ordinarily a resident or have a permanent dwelling within the County.
(e) Be holder of a Senior Management Course training from Kenya School of Government