

Assistant Director Administration – 3 Positions at Kwale County Government

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Job Description

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Kwale County is located in south coast of Kenya.

Requirements for Appointment

Bachelor's degree in any of the following disciplines: – Public Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution, and

Served in the grade of Principal Administrative Officer or in a comparable and relevant position for a minimum period of three years;

Master's degree in any of the following disciplines: Public Administration; Business Administration Management, Community Development or any other Social Science from a recognized institution as an added advantage;

Certificate in Management Course lasting not less than four weeks from a recognized institution;

Administrative officer's examination (PSCK) is an added advantage.

Certificate in computer applications from a recognized institution;

Duties and Responsibilities

The Assistant Director Administration shall be responsible to the relevant Deputy/Director of

Administration for the following;

The development of policies and plans;

Service delivery;

Developmental activities to empower the community;

The provision and maintenance of infrastructure and facilities of public services;

The county public service;

Exercise any functions and powers delegated by the County Public Service Board under section 86 of the County Government Act, ;

Facilitation and coordination of citizen participation in the development of policies and plans and delivery of services.

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