

Deputy Director Administration Services – 2 Positions at Machakos County Public Service Board

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Job Description

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Machakos County, nicknamed 'Macha,' was the first capital city of Kenya and is now an administrative county in Kenya. Machakos is made up of eight constituencies including Machakos Town, Mavoko, Masinga, Yatta, Kangundo, Kathiani, Matungulu, and Mwala. Machakos Town is the administrative capital of the County.

Dut ies and Responsibilities

An officer at this level will be responsible for: –

Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;

Managing and supervising the general administration services;

Implementing public service reforms;

Facilitating maintenance of infrastructure and facilities;

Planning and coordinating office accommodation; and

Managing county government assets.

Requirements for Appointment

For appointment to this grade, an officer must have: –

twelve years of working experience of which three should be in a Managerial position in the Public Service or Private Service;

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

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; and

Certificate in computer application skills.

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