

## Sub County Administrator- Cherrab at Isiolo County Government

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### Job Description

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Isiolo County covers an area of 25,7 square kilometres, on the upper Eastern region of Kenya. Isiolo Town is the capital town of the county. The county is mainly semi arid. Due to its size; Isiolo County borders seven other counties. These are Marsabit County to the north and north-west, Wajir County to the east and north-east, Garissa County to the south-east, Tana River County to the south, Meru County to the south-west, Laikipia to the west and Samburu County to the north-west. Isiolo Town is located on the main Nanyuki-Isiolo Highway, making the county easily accessible by road. Kenya's fifth international airport at Isiolo is close to completion. Isiolo Town lies at the middle of the Lamu Port, Southern Sudan Ethiopia Transport (LAPSET) corridor project which will see the town develop into a resort city by the year .

### Duties and Responsibilities

Initiating and implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;

Managing and serving the general administration services;

Implementing public service reforms;

Facilitating maintenance of infrastructure and facilities;

Planning coordinating office accommodation;

Managing county government assets;

Ensuring services delivering in the area of jurisdiction;

Facilitating mobilization and ensuring prudent utilization of resources;

Developing programs and projects to empower community;

Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;

Facilitating intra and inter-governmental relations and conflicts resolutions;

Overseeing safe custody of government assets in the area of jurisdiction;

Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction.

All correspondence to be addressed to the secretary/CEO, Isiolo County Public Service Board, PO.BOX -, ISIOLO town.

### **Requirements for Appointment**

#### **For appointment to this grade, an applicant r must have: –**

Served in the grade of Principal Administration officer/ principal ward Administrator, for a minimum period of three years or in a comparable and relevant position in the Public Service or Private Sector;

Or

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;

Advanced Diploma in Public Administration or equivalent qualification from a recognized institution considered an advantage;

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

Certificate in computer applications skills from a recognized institution; and

Demonstrated managerial, administrative and professional competence .in work performance and result.

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