

## Sub-County Administrators at Kwale County Government

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### Job Description

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Kwale County is located in south coast of Kenya, it borders the Republic of Tanzania to the South West

### **NO. 45//KCPSB SUB-COUNTY ADMINISTRATORS, LUNGALUNGA, SHIMBAHILLS AND SAMBURU SUB-COUNTIES – JOB GROUP ‘Q’**

The Departments of Public Service & Administration wishes to recruit Sub-County Administrators for the aforementioned Sub-Counties. They will be responsible to the Chief Officer in-charge of Public Service and Administration function.

### **Duties and responsibilities:**

The sub-county administrator shall be responsible for the coordination, management and supervision of the general administrative functions in the sub county unit, including: –

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;

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

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

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

Served in the grade of Assistant Director Administration Services/ Deputy Sub-County Administrator for a minimum period of three years or in a comparable administrative position in the Public Service or Private Sector for years; and

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 will be an added advantage: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution:

Certificate in Management Course lasting not less than four weeks from a recognized institution is an added advantage;

Computer application skills from a recognized Certificate in institution; and

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

Applicant must be a resident within the Sub – County area applied for

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