



COUNTY GOVERNMENT OF BUNGOMA

COUNTY PUBLIC SERVICE BOARD

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

email: cpsb.bungoma50200@gmail.com



VACANCY

Pursuant to the provisions of section **28** and **29** of the **Urban areas and Cities Act 2011**, the County Public Service Board of Bungoma wishes to recruit competent and qualified persons to fill the Position below;

MUNICIPAL MANAGER – KIMILILI MUNICIPALITY: JOB GROUP “R” (1 POST)

The Municipal Manager will be responsible to the Municipal Board for the management of the affairs of Kimilili Municipality in accordance with Article 184 of the Constitution of Kenya, 2010, and the Urban Areas and Cities Act, 2011, as amended in 2019. The Manager will serve as the Secretary and an ex-officio member of the Municipal Board.

Key Duties and Responsibilities

The Municipal Manager will:

- a) Ensure the provision of services to Municipality residents.
- b) Develop and implement policies, plans, strategies, programmes and integrated development plans for the Municipality.
- c) Promote and oversee infrastructure development and service delivery within the Municipality.
- d) Maintain a comprehensive municipal database and information management system.
- e) Enforce authorized fees, levies and charges for municipal services.
- f) Prepare annual budget estimates for consideration by the County Treasury and submission to the County Assembly.
- g) Coordinate and facilitate public participation in municipal policies, plans and service delivery.
- h) Promote a safe and healthy urban environment.
- i) Facilitate and regulate public transport within the Municipality.
- j) Perform any other duties assigned by the Municipal Board.

Requirements for Appointment

Applicants must:

- a) Be Kenyan citizens.
- b) Hold a Bachelor's degree in Public Administration, Management, Economics, Urban Planning/Development or a related field from a recognized university.
- c) Hold a Master's degree in any of the above or a related field from a recognized university.
- d) Be a Certified Secretary (CS) and in good standing.
- e) Have at least ten (10) years' experience in administration or management in the public or private sector.
- f) Have successfully undertaken a Senior Management Course of at least four (4) weeks or its equivalent from a recognized institution.
- g) Demonstrate strong managerial, leadership and professional competence, with a proven record of performance and results.

Documents Required from Shortlisted Applicants

Shortlisted candidates will be required to provide:

- KRA Tax Compliance Certificate;
- HELB Clearance Certificate;
- EACC Clearance Certificate;
- Certificate of Good Conduct; and
- CRB Clearance Certificate.

How to Apply

Applicants should submit an application letter, detailed Curriculum Vitae indicating names, address and telephone contacts, copies of academic and professional certificates, testimonials, National Identity Card and other relevant supporting documents.

Applications should reach the **County Public Service Board** on or before **4th September 2026 at 5:00 p.m.**

Applications should be addressed to:

The Chairman
County Public Service Board
P.O. Box 2489–50200
BUNGOMA