

1. SUB-COUNTY ADMINISTRATOR, JOB GROUP 'Q' – One (1) post

Requirements for appointment

- Be a holder of at least a first degree from a university recognized in Kenya;
- Working experience of not less than ten (10) years in administration or management;
- Have qualifications and knowledge in administration or management;
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity.

Duties and Responsibilities

- Coordinating the management and supervision of the general administrative functions in the Sub-County unit;
- Developing policies and plans;
- Ensuring effective service delivery;
- Facilitating and coordinating citizen participation in the development of policies, plans and delivery of services;
- Providing and maintaining infrastructure and facilities of public service;
- Coordinating developmental activities to empower the community;
- Maintaining the Sub County public service;
- Exercising any functions and powers delegated by the County Public Service Board under section 86.

Terms of service: Contract 3 years

Details of all the vacancies can be accessed on our website www.muranga.go.ke Applicants

How to apply

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before close of business on **18th June, 2025**

Applicants from other Counties are encouraged to apply.

- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities Are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance and Other Relevant Documents in Support of Their Applications

