



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

Date: 19th APRIL, 2016

VACANCY

LOCAL ADVERTISEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012.

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT & DEVOLVED UNITS

1. SUB-COUNTY ADMINISTRATOR –JG “Q” TWO (2) POSTS: REF MCG/CPSB/PSMDU/2017/04/01

Duties and responsibilities

- Co-ordination of disaster management and emergency response activities.
- Promotion and co-ordination of conflict resolution and peace building.
- Interpretation, dissemination and overseeing implementation of County Government policies.
- Coordinating county and state functions in liaison with the Deputy County Commissioner.
- Liaise with the Deputy County Commissioner to coordinate the activities of Non-state Actors (NGOs).
- Supervising public servants in the Sub-county performing devolved functions.
- Facilitation and coordination of citizen participation in the development of policies, plans and delivery of services.
- Ensuring integrity and ethical conduct within the staff at the Sub-county.
- Prepare quarterly and annual reports.
- Chair the Sub-county service delivery meetings.
- Exercise any functions and powers delegated by the County Public Service Board.
- Ensure effective service delivery.
- Establish, implement and monitor performance management systems at the Sub-county level.
- Provision and maintenance of infrastructure and facilities in the Sub-county.

- Perform any other function that may be assigned from time to time.

Requirements for appointment

- Bachelor's degree in public administration, social science or equivalent from a recognized university in Kenya. A master Degree in the relevant area will be an added advantage.
- A minimum of 5 years' experience in public /private sector.
- Proven management, planning monitoring and evaluation and report writing skills.
- Must be computer literate in Microsoft package from a recognized institution.
- Understanding national goals, policies and development objectives of vision 2030.
- Excellent communication and interpersonal skills.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

2. DEPUTY SUB-COUNTY ADMINISTRATOR –JG “P” FOUR (4) POSTS: REF MCG/CPSB/PSMDU/2017/04/02

Duties and responsibilities

- Deputies the Sub-county Administrator.
- Ensure policies and plans are implemented.
- Ensure management of devolved functions in the Sub-county are implemented.
- Ensure effective service delivery to the community in the Sub-county.
- Ensure developmental activities to empower the community are effected.
- Ensure the provision and maintenance of infrastructure and facilities at the Sub-county are within the budgetary allocation.
- Facilitation and coordination of citizen participation in the development of policies, plans and delivery of services.
- Exercise any functions and powers delegated by the County Public Service Board.
- Perform any other function that may be assigned from time to time.

Requirements for appointment

- Bachelor's degree in public administration, social science or equivalent from a recognized university in Kenya. A master Degree in the relevant area will be an added advantage.
- A minimum of 4 years' experience in public /private sector.
- Proven management, planning monitoring and evaluation and report writing skills.
- Must be computer literate in Microsoft package from a recognized institution.
- Understanding national goals, policies and development objectives of vision 2030.
- Excellent communication and interpersonal skills.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**3. TOWN ADMINISTRATOR –JG “P” ONE (1) POST: REF
MCG/CPSB/PSMDU/2017/04/03**

Duties and responsibilities

- Implementing the decisions and functions of the Town Board.
- Overseeing the affairs of the Town.
- Developing and adopting policies, plans, strategies and programs for the Town.
- Maintaining a comprehensive data base and information system of the Administration and providing public access.
- Ensuring preparation and submission to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the Annual County Appropriation Bill.
- Establish, implement and monitor performance management systems.
- Perform such other functions as delegated by the Town Committee.
- Perform any other function that may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen
- Be a holder of at least first degree preferably in social Sciences from university recognized in Kenya. A master Degree in the relevant area will be an added advantage.
- Working experience of not less than five years in administration or management.
- Must be computer literate in Microsoft package from a recognized institution.
- Understanding national goals, policies and development objectives of vision 2030.
- Excellent communication and interpersonal skills.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**4. WARD ADMINISTRATOR –JG “N” TWO (2) POSTS: REF
MCG/CPSB/PSMDU/2017/04/04**

Duties and responsibilities

The Ward Administrator shall be responsible to the Sub-county Administrator for the following:

- Coordinating, managing and supervising the general administrative functions in the ward unit.
- Developing policies and plans at Ward level.
- Ensuring effective service delivery at Ward level.
- Coordinating developmental activities to empower the community.
- Providing and maintaining infrastructure and facilitate of Public Service at Ward level.

- Facilitating and coordinating citizen participation in the development of policies and delivery of service.
- Running an efficient and effective citizen service delivery center.
- Accounting for movable and immovable assets of the county government.
- Co-ordination of disaster management and emergency response activities.
- Promotion and co-ordination of conflict resolution and peace building.
- Exercising any functions and power delegated by the County Public Service Board.
- Perform any other function that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen
- Be a holder of at least a diploma in social sciences from a recognized institution in Kenya with five (5) years' experience in administration and management or
- Be a holder of a first degree preferably social sciences from university recognized in Kenya with a working experience of not less than 2 years.
- Must be computer literate in Microsoft package from a recognized institution.
- Understanding national goals, policies and development objectives of vision 2030.
- Excellent communication and interpersonal skills.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

How to Apply

All applications, CVs, copies of Certificates, Testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for quoting the reference number and addressed to:

**The Secretary,
Mandera County Public Service Board,
P.O. Box 356-70300,
Mandera.**

Applications should reach the County Public Service Board on or before **Friday, 5th May, 2017** at 4.00p.m. or be **hand delivered to the office of the County Public Service Board near County Headquarters –Governor's Office in Mandera Town. No Online application.**

Candidates must have Valid Clearance Certificates from **HELB, KRA, Ethics & Anti-Corruption Commission, Credit Reference Bureau, Certificate of Good Conduct from CID** and those with a Degree from Foreign Universities should come with proof of accreditation from **Commission for Higher Education.**

SECRETARY

MANDERA COUNTY PUBLIC SERVICE BOARD