



**OFFICE OF THE GOVERNOR**

**P.O.BOX 13-70300 MANDERA**

**DATE: 27<sup>th</sup> September, 2018**

**VACANCIES**

Mandera County Government 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.

**1. COUNTY SECRETARY – JG “T” ONE (1) POST: REF GOV/ADV/2018/01**

**Duties and Responsibilities**

- The County Secretary will provide guidance and direction to the County Public Service and will be answerable to the Governor;
- Head of the Public Service;
- Responsible for arranging the business and keeping the minutes of the County Executive Committee subject to the directions of the Executive Committee;
- Conveying the decisions of the County Executive Committee to the appropriate persons or institutions;
- Ensuring efficient management of the County Government resources; and
- Performing any other functions as directed by the County Executive Committee.

**Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of a Bachelors degree from a university recognized in Kenya;
- Have working experience of not less than Ten (10) years of which five (5) should be at managerial level in a public or private sector;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010;
- Be conversant with Government policies and regulations, and devolution laws;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Have capacity to work under pressure to meet strict timeliness; Have good interpersonal and communication skills;
- Demonstrate thorough understanding of county development objectives and the Vision 2030;
- Demonstrate understanding and commitment to the National Values and Principles of Governance and Public Service.

**Terms of Service: Contract**

**Salary:** As prescribed by Salaries and Remuneration Commission (SRC)

**How to Apply**

Written 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 and addressed to:

**OFFICE OF THE GOVERNOR,  
P.O. BOX 13-70300,  
MANDERA**

Applications should reach the Office of the Governor on or before **Wednesday, 10<sup>th</sup> October, 2018** at 5.00p.m and must be **hand delivered to the office of the Governor.**

Applicants are required to attach valid Clearance Certificates from **HELB, KRA, Ethics & Anti-Corruption Commission, Credit Reference Bureau, Certificate of Good Conduct from CID** and those with Degree Certificate from Foreign Universities should come with proof of accreditation from **Commission for Higher Education.**

Mandera County Government is an equal opportunity employer.

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