

REPUBLIC OF KENYA



MANDERA COUNTY GOVERNMENT



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

DATE: 28th September, 2018

VACANCIES

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.

A. DEPARTMENT OF HEALTH SERVICES

1. MEDICAL OFFICER – JG “M” EIGHT (8) POSTS: REF CPSB/HS/2018/09/01

Duties and responsibilities

- Offer specialist services in the County in the area of specialization.
- Provide the necessary guidance, training and development of support professional and technical staff in clinical practice.
- Plan and manage county level health care programmes directed towards the improvement of health services.

Requirements for Appointment

- A Bachelor of Medicine and Surgery (M.BCH.B) degree in Medicine from a University recognized in Kenya.
- Registered with the Kenya Medical Practitioner and Dentist Board.
- Must have a current certificate from Medical Practitioner and Dentist Board.
- Demonstrated a good understanding of the County Governments Mandate, Health Policies, as well as Vision 2030.
- Be proficient in computer skills.
- Have capacity to multitask within strict timeliness.

2. OCCUPATIONAL THERAPIST III - JG “H” TWO (2) POSTS: REF CPSB/HS/2018/09/02

Duties and responsibilities

- Providing occupational therapy services to patients.
- Processing, verifying and maintaining information relating to patient.
- Safeguarding and ensuring maintenance of equipment and appliances.
- Supervising and training of staff.
- Performing administrative duties.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a holder of a diploma in Occupational Therapy from a recognized medical training college.
- Be a member of the Occupational Therapy Association.
- Other requirements as per Scheme of Service for Occupational Therapist.

B. DEPARTMENT OF PUBLIC SERVICE MANAGEMENT, CONFLICT MANAGEMENT, COHESION & INTEGRATION AND DEVOLVED UNITS

3. DEPUTY-DIRECTOR, ENFORCEMENT SERVICES - JG “Q” ONE (1) POST: REF CPSB/PSM/2018/09/03

This position deputizes the director in oversight and coordination of the administration and operational functions of the enforcement department and formulate strategies to ensure the department delivers its mandate.

Duties and responsibilities

- Head of Rapid Response;
- Supervise operations of the enforcement/inspectorate department and manage the staff under him/ her;
- Deputy overall commander of the enforcement unit;
- Act as a liaison with all stakeholders and other external parties in matters of enforcement;
- Ensure safety and protection of county property installations;
- Institute and maintain an effective compliance communication program;
- Facilitate provision of staff development and refresher programs, in conjunction with HR;
- Liaise with relevant stakeholders and bodies to ensure security is maintained within the county;
- Respond to escalated alleged violations of regulations, policies, procedures and standards by evaluating or recommending the initiation of investigation procedures;
- In the absence of the director, attend security committee meetings to enable proper planning of security operations within the County;
- In the absence of the director, prepare sectional budget and attend relevant County committees; and
- Coordinate, monitor, evaluate the county’s enforcement/inspectorate programs.

Requirements for Appointment

- Bachelor’s degree in criminology or security management or any relevant degree from a university recognized in Kenya. (A master’s degree in the relevant field will be an added advantage);

- At least five (5) years experiences in the relevant field;
- Computer literacy;
- Demonstrated knowledge of relevant legislation;
- Knowledge of professional standards;
- Interpersonal/Communication/Organizational and problem-solving skills;
- Ability to work under pressure;
- Ability to lead and manage teams;
- Ability to demonstrate technical/analytical skills and several years of experience in the field of discipline.
- Meet the requirements of Chapter six of the Constitution of Kenya 2010.

4. WARD ADMINISTRATOR –JG “N” ONE (1) POST: REF MCG/CPSB/PSM/2017/09/04

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.

C. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

5. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT- JG 'Q' ONE (1) POSTS : REF MCG/CPSB/FEP/IA/2018/09/02

Duties and Responsibilities

- Deputize the Director Supply Chain Management;
- Responsible for day today management of supply chain management;
- Formulate and implement procurement policies and procedures for the County;
- Implementing e-government procurement strategies;
- Prepare Tender documents in accordance with the public procurements Act 2005,implementing regulations and coordinate tendering process;
- Prepare procurement plans for the County;
- Develop annual procurement plan and ensure its full implementation;
- Source for and implement modern inventory Management systems in close consultation with the county chief officer;
- Implementing procurement decisions within existing rules, regulations and procedures;
- Preparing and compiling reports on the implementation of procurement plans and level of compliances;
- Managing IFMIS systems for procurement part within the County;
- Perform any other duties as assigned from time to time.

Requirements for Appointment

- Be a Kenya Citizen;
- A degree in Commerce/Business Administration (procurement option); Supply Chain management or its equivalent; Master's degree in Logistics and supply Chain management or Procurement is an added advantage;
- Have thorough understanding of public procurement and disposal Act 2005;
- Must have served for at least four (4) years in the service or its equivalent in public or private sector;
- Membership to the relevant professional bodies;
- Certificate in computer application skills from a recognized
- Shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

D. DEPARTMENT OF TRADE, INVESTMENT, INDUSTRIALISATION AND COOPERATIVE DEVELOPMENT

6. CHAIRPERSON - MANDERA COUNTY TRADE DEVELOPMENT FUND BOARD : REF MCG/CPSB/TICD/IA/2018/09/06

Duties and Responsibilities

- Provide strategic leadership for effective delivery of Boards mandate as the Mandera County Trade Development Fund Act, 2014 and Mandera County Trade Development Fund (Amendment) Act, 2016;
- Make regular reports for submission to the County Cabinet and County Assembly by the County Executive Committee Member on the execution of the functions of the Board;
- Convening board meetings, Presiding over all Board meetings and shall have both deliberate and casting vote;
- Lead the board in overall management, design and oversight of the Fund;
- Consider, verify and approve funding for groups in the Sub Counties;
- Oversee the reports on the performance of the Fund;
- Develop relevant guidelines and review them as the need arises for the County Executive Member to approve after the Board Adapts for it guide the operations and implementation of the Fund;
- Give leadership in Monitoring and evaluation of the programs and activities under the Fund;
- Oversee the management and administration of the Fund including recoveries from loans beneficiaries;
- Oversee management of the finances, preparation and submission of the Boards Annual Plans, Programmes and estimates;
- Execution of the decisions of the Board;and
- Perform any other duty as assigned by the Board and County Executive Committee member from time to time.

Requirements for Appointment

- Be a citizen of Kenya;
- Be in possession of Bachelor's degree from a recognized University in Kenya;
- Have at least five years relevant professional experience, two of which should have been in a leadership position in the Public Service or Private Sector preferably in empowerment programmes like Youth Fund, Uwezo and any other related;
- Possess knowledge of the organization and functions of Central and County Government;and
- Meet the requirements of Chapter Six of the Constitution on leadership and integrity.

Terms of Service: Contract on a part-time basis.

Remuneration: 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:

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

Applications should reach the County Public Service Board on or before **Friday, 12th October, 2018** at 4.00p.m. or be **hand delivered to the office of the County Public Service Board at Mandera Youth Polytechnic. No Online application will be accepted.**

Only shortlisted candidates will be contacted.

Mandera County Government is an equal opportunity employer. Qualified women, youth and persons with disabilities are encouraged to apply.

A.G SECRETARY

MANDERA COUNTY PUBLIC SERVICE BOARD