



**OFFICE OF THE COUNTY PUBLIC SERVICE BOARD**

**P.O.BOX 356-70300 MANDERA**

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**DATE: 16<sup>th</sup> OCTOBER, 2017**

**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 Sections 45 and 66.

**COUNTY DIRECTORS POSITIONS**

**1. DIRECTOR FOR CONFLICT MANAGEMENT, COHESION & INTEGRATION-  
JG “R” ONE (1) POST: REF MCPSB/CD/10/17/01**

**Duties and responsibilities**

- Coordination of conflict management , cohesion and integration affairs;
- Organization and management of department’s resources;
- Develop, implement and review county conflict management, cohesion and integration strategies, policies and Programs;
- Formulate and implement county conflict management, cohesion and integration Programs to enhance social cohesion and integration;
- Provide technical advice on all areas related to conflict management, cohesion and integration;
- Taking lead in the formulation and implementation of policies on conflict management, cohesion and integration Development.
- Formulation and implementation of the performance contracts for the department of conflict management ,cohesion and integration;
- Participating in the formulation, implementation, monitoring and evaluation of projects and Programs;
- Promote Public-Private Partnership in the provision of conflict management, cohesion and integration initiatives;
- Overseeing the preparation and implementation of work plans and budgets for the department;

- Coordination of the preparation of periodic reports of the department Programs and activities;
- Representing the department of conflict management, cohesion and integration in various stakeholders meetings at directorate level;
- Mainstreaming community cohesion and integration within the county and deliver numerous initiatives and projects in partnership with other stakeholders to help our communities feel integrated, resilient and proud to belong to county;
- Promote a sense of personal and social responsibility across diverse communities, to advance equality of opportunity for all and inspire communities and citizens to realise their potential;
- Promote community coexistence, diversity while fostering a sense of common ground and good relations between communities;
- Oversee management of finances, preparation and submission of budget estimates, annual plans and Programs;
- Formulate and implement policies and plans that conform to the county strategic plan and Vision 2030;
- Promote national values, and principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Demonstrate a thorough understanding of devolution, including the diversity within the county, the county development objectives and Vision 2030.
- Perform any other duties that may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, candidates must have:

- Bachelor degree on any of the following; conflict management, social sciences or related fields from a recognized institution;
- Master's degree on conflict management, social sciences, from a recognized university will be an added advantage;
- At least seven (7) years' experience in public or private sector;
- Computer literate;
- Been a good team leader and excellent interpersonal skills;
- Demonstrate a high degree of professional competence;
- Have excellent interpersonal skills;
- Have the ability to handle pressure, meet tight deadlines and work with minimum or no supervision;
- Meet the requirements of Chapter 6 of the Constitution of Kenya;

## **2. DIRECTOR FOR DEVOLVED UNITS - JG "R" ONE (1) POST: REF MCPSB/CD/10/17/02**

### **Responsibilities and Duties**

- Coordinate all activities emanating from Sub County, Ward, and other devolved functions;
- Recommend changes to policies or procedures to improve operations;
- Plan budgets for operations, contracts, equipment, and supplies;
- Monitor the county offices to ensure that they remain safe, secure, and well maintained;
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems;
- Ensure that facilities meet environmental, health, and security standards and comply with government regulations;
- Ensure compliance with the public service values and principles by all County staff;
- Coordinate Sub county administration;
- Facilitate Dissemination of public information;
- Coordinate Public participation initiatives including participatory public monitoring systems;

### **Requirements for Appointment**

- Be a holder of at least a first degree in public administration or social sciences from a recognized University (Master's degree in public /Business administration and Management will be an added advantage);
- Having relevant working experience of not less than seven (7) years in public administration;
- Experience working with Government or in a multicultural environment;
- Working knowledge of business administration Information Systems;
- Highly proficient in MS Word, Excel, Access, Power-point and the use of Internet for research;
- Experience in Employee Relations and working Knowledge of Kenya Labour Laws;
- Good oral and written communication skills;
- Possess high sense of integrity and confidentiality;
- Should be a team player, positive change manager and result-oriented personality;
- Should fulfil the requirement of chapter six of the constitution;

### **3. DIRECTOR, SPECIAL PROGRAMS, DISASTER PREPAREDNESS & MANAGEMENT- JG "R" ONE (1) POST: REF MCPSB/CD/10/17/03**

#### **Duties and Responsibilities**

- Overall coordination of special programs activities and issues: food security, disaster management, humanitarian assistance and civic education;

- Organization and management of department's resources;
- Develop, implement and review county special programs strategies, policies and Programs;
- leading disaster management and emergency response activities;
- Taking lead in the formulation and implementation of policies on special programs;
- Formulation and implementation of the performance contracts for the department of special programs;
- Participating in the formulation, implementation, monitoring and evaluation of projects and Programs;
- Coordinating Non state partners dealing with special Programs and projects;
- Overseeing the preparation and implementation of work plans and budgets for the department;
- Coordination of the preparation of periodic reports of the department Programs and activities;
- Appraisal of department of special programs;
- Representing the department of special programs in various stakeholders meetings at directorate level;
- Oversee management of finances, preparation and submission of budget estimates, annual plans and Programs;
- Development and implementation of strategic sector plans and performance management;
- Perform any other duties that may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, candidates must have:

- Bachelor degree on any of the following; social sciences, economics, and disaster management or its equivalent from recognized institutions;
- Master's degree on any of the following social sciences, economic, disaster management from a recognized university will be an added advantage;
- At least seven (7) years' experience in senior positions in public or private sector;
- Highly proficient in MS Word, Excel, Access, Power-point and the use of Internet for research;
- Been a good team leader and excellent interpersonal skills;
- Demonstrate a high degree of professional competence;
- Have excellent interpersonal skills;
- Have the ability to handle pressure, meet tight deadlines and work with minimum or no supervision;
- Meet the requirements of Chapter 6 of the Constitution of Kenya.

#### **4. DIRECTOR COMMUNICATION AND PUBLIC RELATIONS- JG "R" ONE (1) POST: REF MCPSB/CD/10/17/04**

## **Duties and Responsibilities**

- Effective and efficient coordination and management of the Public Communication in the Counties and Sub-Counties;
- Formulating, interpreting and implementing County Government Public Communications Policies, Strategies and Programmes;
- Coordinating Publicity, Advertising and Public Awareness Campaigns at the County;
- Developing strategies for implementation of Public Communications and undertaking Research on Public Opinion on specific Sectoral areas and emerging issues at County Government levels;
- Developing strategies for implementation of Public Communications and undertaking Research on Public Opinion on specific Sectoral areas and emerging issues at County Government levels;
- Formulating and implementing Advocacy and Public Campaign Programmes in the County;
- Publication of magazines, newsletters and IEC materials and Coordinating, Branding and maintaining of Positive Image of the County Government;
- Developing Communication strategies for development projects in line with the Constitution, Millennium Development Goals (MDGs) and Kenya Vision 2030 at the County;
- Managing Public Communications services that enhance Security, Peace and National Cohesion through Media Monitoring and Research;
- Promoting Stakeholder Engagement and Public Participation in National Development in the County;
- Management of content for County websites
- Development and implementation of county ICT and film policy;
- Public relations and branding of Mandera;
- Dissemination of IEC materials on Cog; and
- Design programmes and activities, install and manage the Cog portal.
- Ensure proper dissemination of information, education and communication materials and messages to County staff and the public;
- Availing information to the citizenry on the county government information portal
- Provide a source of guidance for communication issues for all staff in the Ministries;
- Maintain information security and availability; and
- Provide a corporate perspective on information technology initiatives.

## **Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of a first degree from a University recognized in Kenya preferably in Mass Communications/Journalism. (A Master's degree will be added advantage);
- Have a working experience of not less than seven (7) years in Communication and management related field;
- Experience overseeing the design of radio programs and campaigns;
- Proven ability to create messages and shape information and press materials and thorough knowledge of news-writing style required;

- Experience in managing websites and in using social media tools in a professional context;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Understand the diversity within the County;
- Capacity to work under pressure to meet strict deadlines;
- Be committed to be part of a team that will enable County Government achieve its' vision;
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity;

**5. DIRECTOR CULTURE, TOURISM AND SPORTS JG “R” ONE (1) POST: REF MCPSB/CD/10/17/05**

**Duties and Responsibilities**

- Implementation of National Heritage Policy;
- Implementation of National Culture Policy;
- Museums;
- Historical sites;
- Promotion of culture;
- Development of Fine, Creative and Performing Arts;
- Implementation of Sports Policy;
- Promotion of sports;
- Development and coordination of sports;
- Inter-county games;
- Youth sports academies.

**Requirements for Appointment**

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor degree in Social Science, Education, Anthropology, sociology or any other related degree from a recognized University. Master’s degree in a relevant field will be an added advantage.
- Have a working experience of not less than seven (7) years in management related field;
- Understand the diversity within the County;
- Capacity to work under pressure to meet strict deadlines;
- Certificate in a management course not less than four (4) weeks from a recognized Institution.
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity;

**6. DIRECTOR FOR GENDER AND SOCIAL SERVICES- JG “R” ONE (1) POST: REF MCPSB/CD/10/17/06**

**Duties and responsibilities**

- Implementation and monitoring of Policies and programmes on gender, children and social development
- Designing strategies for Gender mainstreaming for County development;
- Developing structures for Social welfare for vulnerable groups;
- Mobilizing the Community for Development;
- Facilitating provision of Library Services;
- Develop and Implement the County Social Policy;
- Implementation of the County Gender/Women Policies;
- Implementation and review of Gender /Women Policy;
- Mobilization of Youth and Women for economic and social agenda;
- Promotion of Youth and Women Enterprise Funds, and Uwezo Fund;
- Co-ordination and mobilization of Youth and Women for empowerment programmes;

### **Requirements for Appointment**

For appointment to this job, a candidate must have:

- Be a Kenyan citizen;
- Be a holder of at least a first degree in social sciences, public administration or equivalent from a university recognized in Kenya;
- Served in a senior position in a public or private sector in gender/youth development field for not less than seven (7) years;
- Demonstrated self-drive and proven leadership;
- Certificate in management or supervisory course lasting not less than four (4) weeks;
- Certificate in computer applications;
- Have knowledge, experience and a distinguished career of not less than seven years in community development, project management and youth affairs programmes;
- Satisfy the requirements of Chapter Six of the Constitution.

### **7. DIRECTOR, PUBLIC HEALTH SERVICES - JG “R” ONE (1) POST: REF MCPSB/CD/10/17/07**

#### **Duties and Responsibilities**

- Implementing the national public health policy;
- Providing preventive and promotive health services;
- Managing public health education;
- Ensuring provision of public health sanitation services;
- Quarantine administration;
- Reproductive health services;

- Health inspection

### **Requirements for Appointment**

For appointment to this job, a candidate must have:-

- Served in a senior position in a public organization in public health field for not less than Seven (7) years;
- Bachelor's degree in Public Health/Environmental Health or related discipline from a recognized institution. Master's degree will be an added advantage;
- Must have registered with the relevant professional bodies;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010;
- Demonstrated self-drive and proven leadership;
- Certificate in management or supervisory course lasting not less than four (4) weeks;
- Certificate in computer applications;
- Thorough knowledge and understanding of the county government objectives and goals.

### **8. DIRECTOR ENVIRONMENT, ENERGY & NATURAL RESOURCES- JG "R" ONE (1) POST: REF MCPSB/CD/10/17/08**

#### **Duties and responsibilities**

The Director for Environment, Energy & Natural Resources shall be responsible to the County Chief Officer and perform the following duties: –

- Administration of the County Department of Environment, Energy and Natural Resources.
- Ensure proper Implementation of the policies and Development plans;
- Development and implementation of strategic plans;
- Formulation and implementation of effective programs to attain vision 2030 and sector goals;
- Oversee preparation of annual work plans and financial budgets.
- Enforce County Environmental Policies;
- Provide support to environmental initiatives within the County;
- Develop plans for Alternative and Renewable Energy for the County;
- Ensure protection of County Natural Resources;
- Promotion of National values and principles of governance and values and principles of the County Public Service;

#### **Requirements for Appointment**

- Be a Kenyan Citizen
- Be a holder of at least a first degree in environmental science, environmental planning & management, conservation biology, natural resource management, Renewable Energy or



other related disciplines from a recognized university in Kenya. A Master's degree in the relevant field will be an added advantage.

- Have knowledge, experience and a distinguished career of seven (7) years in the relevant field.
- Must be licensed environmental expert with NEMA.
- Ability to work under least supervision and handle pressure to meet deadlines.
- Have excellent interpersonal communication and community mobilization skills.
- Knowledge of GPS AND GIS- Geographic information system.
- Skills on data analysis, biostatics, field excursion, cartography, EIA/EA and photographic skills will be added advantage.
- Satisfy the requirement of chapter six of the constitution.

**9. DIRECTOR OF HOUSING AND URBAN DEVELOPMENT-- JG "R" ONE (1)  
POST: REF MCPSB/CD/10/17/09**

**Duties and Responsibilities**

- Undertaking shelter and slum upgrading;
- Adopting appropriate building and construction technologies;
- Providing housing for county civil service;
- Leasing of public service offices and administration;
- Development and promotion of low cost rental housing
- Ensure proper planning and design of buildings;
- Facilitate planning ideas and interest and analyze possible strategies;
- Ensure long term planning of urban centers;
- Manage scarce resources of the County Government;
- Represent the public interest in planning and balance among competing interests;
- Manage urban developments;
- Prepare master plans to layouts perfect final end state of urban centers;
- plan strategies for engaging the various levels and units of government on matters of concern to citizens;
- monitor the activities of elected and appointed officials of the urban areas and cities, including members of the board of an urban area or city; and
- Receive representations, including feedback on issues raised by the county citizens, from elected and appointed officials Planners represent public.

**Requirements for Appointment**

- Bachelor's degree in any of the following; Urban development, Urban and regional planning, Urban planning, Architecture and Lands Economics. Master's degree in the relevant field will be an added advantage.
- Have knowledge, experience and a distinguished career of seven (7) years in the relevant field.

- Be registered by any of the following Boards; Board registration of Architects and Quantity Surveyors, Physical Planners Registration Board, Engineer registration board, Institution of Surveyors of Kenya.
- Be registered by the physical planners' registration Board.
- Have a certificate in strategic leadership development programme
- Demonstrate professional ability, high integrity and competence
- Satisfy the requirement of chapter six of the constitution.

**10. DIRECTOR, COOPERATIVE DEVELOPMENT JG “R” ONE (1) POST: REF MCPSB/CD/10/17/10**

**Duties and Responsibilities**

- Provide technical advice on cooperative investments, finance, credit, marketing, project management, extension and advisory services.
- Developing and ensuring implementation of policies
- Developing education and training packages for cooperative movement.
- Promoting value addition and processing
- Implementation of national cooperative policy;
- Development of county cooperative development legislation;
- Facilitate governance and education and training for cooperative societies;
- Support for initiation of cooperative societies; and
- Cooperative audit services;

**Requirements for Appointment**

- Served in a senior position in a public organization in Trade, cooperative or Investment field for not less than seven (7) years;
- Bachelor's degree in Commerce, Economics, Business Administration/ Management, agri-business , cooperatives, Entrepreneurship or relevant qualifications from a recognized institution;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010;
- Demonstrated self-drive and proven leadership;
- Certificate in management or supervisory course lasting not less than two (2) weeks;
- Certificate in computer applications; and
- Thorough knowledge and understanding of the Mandera County Government goals.

**11. HEAD OF LEGAL SERVICES, RESEARCH AND COMPLIANCE –JG “R” ONE (1) POST: REF MCPSB/CD/10/17/11**

**Duties and responsibilities**

- Head of legal services and report to the County Secretary
- Formulate, implement and review legal strategies, policies, plans, standards and procedures pertaining to legal services as per the County's strategic plan.
- Review of bills and policies to ensure alignment of department activities to the county objectives.
- Develop advisories and position papers on various devolution issues with the objective of informing the County's interventions in relation to legislation, policy and implementation.
- Liaise with external agencies on all legal matters affecting the County including preparation of appropriate Memoranda of Understanding.
- Advice and assist county compliance with national and international obligations as per the county mandates and functions.
- Provide legal opinions/advice and writing of reports on legal matters as required.
- Report writing for internal and external audience on county legislation to create awareness.
- Research the key outcomes that emerge in devolution issues in order to provide input to the development of policies and undertake other legal research.
- Interpreting legal instruments and statutes.
- Supervise of all legal officers and ensuring their performance meets quality assurance.
- Perform any other function that may be assigned from time to time.

### **Requirements for appointment**

- Bachelor's degree in law from a recognized university. Master's degree in Law from a recognized university is an added advantage.
- Seven (7) years of service, or similar experience in a comparable position of which three is at a supervisory role.
- Demonstrable knowledge and exposure to international and national law.
- Excellent IT skills, with working knowledge for the various packages.
- Excellent communication, interpersonal and negotiation skills.
- Excellent organizational and problem solving skills.
- Knowledge of research skills and public administration.
- Meet the requirements of Chapter Six of the Constitution of Kenya.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

### **12. HEAD OF DELIVERY UNIT- JG "R" ONE (1) POST: REF MCPSB/CD/10/17/12**

This Unit will be a post within the Office of the County Secretary and will be headed by a Director who will report to governor through the County Secretary.

Salary Scale: As prescribe by SRC

Terms of Service: Contract

### **Duties and Responsibilities**

- Working collaboratively with County Government Departments to fast track the implementation of high priority development projects;
- keep the Governor informed on a timely and regular basis of progress against his priorities;
- Maintain a regular weekly reporting template on the performance of flagship projects and a monthly “Governor’s Dashboard” to ensure the Governor is fully apprised of progress and barriers, including acting as an “early warning system” to identify risks and bottlenecks.
- establish a framework for progressively achieving a County Government culture of data-driven decision making;
- Review planning processes and assist County Departments to know step-by-step what needs to be done to deliver results on high priority programmes.

### **Requirements for Appointment**

- Be a Kenyan Citizen.
- Be a holder of at least Bachelor’s degree in the relevant field from a University recognized in Kenya. Possession of a master’s degree in the relevant field will be an added advantage.
- Have vast knowledge, experience and distinguished career of not less than seven years in the respective relevant field, three of which must have been at senior management level.
- Demonstrate thorough understanding of County Development objectives and Vision 2030.
- Understand the diversity, challenges and opportunities within the County.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya.

### **13. HEAD OF INTERGOVERNMENTAL AND DONOR RELATIONS - JG “R” ONE (1) POST: REF MCPSB/CD/10/17/14**

The head of Intergovernmental and Donor Relations shall be responsible for intergovernmental relations and coordination of donor relations. The officer shall Report to the Governor. The scope of work includes managing the work of the Intergovernmental and donor relations Unit.

The terms of employment for the office are:

Salary Scale: As prescribed by SRC

Terms of Service: Contract

### **Duties and Responsibilities**

- Coordinate the relationship between the Council of Governors and Mandera County Government;

- Liaise with the Intergovernmental Technical Committee on matters relating to Mandera County Government and any other matter of interest between the Intergovernmental Technical Committee and Mandera County Government;
- Coordinate the activities between the National Government Ministries and Mandera County Government Ministries;
- Follow up on issues pending between the county and the National government Ministries;
- Coordinate appointments for the Governor with Foreign Embassy's and other Government ministries and agencies and Non-Governmental organizations;
- Lobbying for donor support for various projects in Mandera county;
- Act as the link person between external stakeholders and Mandera county Government;
- Reporting to external stakeholders where such report is required on any specific project of interest to external stakeholders;
- Overseas lobbying for funding for specific projects;
- Branding Mandera in order to increase Mandera's brand awareness, brand association, brand recall;
- Marketing of Mandera County to external stakeholders;
- Increasing Mandera's visibility nationally and internationally;
- Coordinating the Governor's overseas contacts and visits in liaison with Administration Department;
- Develop, implement and lead any multi-sectorial donor program;
- Be a contact person for all Donor programs;
- Track donor relations activities in the established databases to enhance relationships and increase continued partnership.

### **Requirements for Appointment**

- i. Be a Kenyan Citizen.
- ii. Be a holder of at least Bachelor's degree in the relevant field from a University recognized in Kenya. Possession of a master's degree in the relevant field will be an added advantage.
- iii. Have vast knowledge, experience and distinguished career of not less than seven years in governments operations, non-governmental organizations, public administration and leadership;, three of which must have been at senior management level.
- iv. Demonstrate thorough understanding of County Development objectives and Vision 2030.
- v. Understand the diversity, challenges and opportunities within the County.
- vi. Satisfy the requirements of Chapter Six of the Constitution of Kenya.

