



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

VACANCIES

DATE: 22ND JUNE, 2018

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 AGRICULTURE, LIVESTOCK AND FISHERIES

**1. VETERINARY OFFICER–JG“L” TWO (2) POSTS: REF
CPSB/ALF/2018/LA/6/01**

Duties and Responsibilities

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- Participating in the training of stakeholders in vector control programmes;
- Treating sick animals;
- Advising on good veterinary practices;
- Collecting data and preparing reports on animal health, products and markets;
- Providing advice on animal breeding and welfare;
- Undertaking postmortem examination and other diagnostic tests; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- Be in possession of a Bachelor of Veterinary Medicine (BVM) from a recognized institution in Kenya;
- Three years work experience in the relevant field;
- Be registered by the Kenya Veterinary Board;
- Have a Certificate in computer applications from a recognized institution;
- Be a Team Player, Positive Change Manager and Result oriented Personality; and
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity.

**2. LIVESTOCK PRODUCTION OFFICER –JG“K” TWO (2) POSTS: REF
CPSB/ALF/2018/LA/6/02**

Duties and responsibilities

- Coordination of the implementation of livestock development policies in the county;
- Management of the sub county livestock offices;

- Coordination of extension activities including field days, field demonstration and drainage in the sub county;
- Coordinate the preparation and implementation of sub county work plans and budgets;
- Coordinate the preparation of sub county periodic reports (livestock);
- Promote and Coordinate collaboration among stakeholders in the delivery of Livestock services in the sub county;
- Monitoring and evaluation of livestock programmes in the sub county;
- Preparing technical papers and reports for professional forum, workshops, seminar and meetings;
- Provide technical advice and information in animal production, livestock marketing and value addition;
- Implementing livestock policies, projects and programmes in the sub county; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- A Bachelor's Degree in Animal Production/ Animal Science , Food Science and Technology or any other Livestock related course;
- At least two (2) years relevant work experience in immediate lower cadre;
- Posses good Oral and written communication skills,
- Be a Member of a recognized professional body relating to Livestock Production or animal Health;
- Be a Team Player, Positive Change Manager and Result oriented Personality; and
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity.

3. ASSISTANT LIVESTOCK PRODUCTION OFFICER III –JG“H” NINE(9) POSTS: REF CPSB/ALF/2018/LA/6/03

Duties and Responsibilities

- Carrying out practical demonstrations and training farmers on livestock production technologies and techniques;
- Preparing and participating in field days and agricultural shows to disseminate livestock production technologies such as construction of livestock housing and structure, clean milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on farm feed formulation;
- Collecting and analyzing livestock data;
- Carrying out practical demonstrations participating in collaborative research activities;
- Implementing livestock production programmes/ projects in such areas as dairy cattle farming, beef cattle, sheep, goats, poultry, rabbits, camels, donkey, fodder production and conservation;
- Value addition to livestock products;
- Apiculture and emerging livestock;
- Compiling reports relating to area of specialization.

Requirements for Appointment

- Be a Kenyan Citizen;
- Diploma in any of the following disciplines:- Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution;
- Certificate in computer applications from a recognized institution.
- Posses good Oral and written communication skills; and
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

4. ASSISTANT ANIMAL HEALTH OFFICER III –JG“H” THREE(3) POSTS: REF CPSB/ALF/2018/LA/6/04

Duties and Responsibilities

- Participate in animal health field demonstrations and agricultural shows;
- Participate in sample collection and dispatch;
- Inspecting livestock stock routes;
- Collecting data and writing technical reports;
- Demonstrating and training on milking techniques and external parasite' control techniques such as dipping, spraying and dusting;
- Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, de-beaking and hoof trimming;
- Carrying out simple treatment of animals;
- Participating in disease search and reporting;
- Keeping records on animal breeding, animal health, milk production, dipping data; and maintaining dairy units.

Requirements for Appointment

- Be a Kenyan Citizen;
- Diploma in Animal Health/ Production, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry or its equivalent from a recognized academic institution;
- Certificate in computer applications from a recognized institution;
- Posses good Oral and written communication skills; and
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

5. LIVESTOCK PRODUCTION ASSISTANT –JG“G” THREE (3) POSTS: REF CPSB/ALF/2018/LA/6/05

Duties and Responsibilities

- Carrying out practical demonstrations and training farmers on livestock production technologies and techniques;
- Preparing and participating in field days and agricultural shows to disseminate livestock production technologies such as construction of livestock housing and structure, clean

milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on farm feed formulation;

- Collating and analyzing livestock data;
- Carrying out practical demonstrations participating in collaborative research activities;
- Implementing livestock production programmes/ projects in such areas as dairy cattle farming, beef cattle, sheep, goats, poultry, rabbits, camels, donkey, fodder production and conservation;
- Value addition to livestock products;
- Apiculture and emerging livestock;
- Compiling reports relating to area of specialization.

Requirements for Appointment

- Be a Kenyan Citizen;
- Certificate in any of the following disciplines; Animal Health and Production, Dairy Technology, Animal Science, Apiculture or Range Management from a recognized institution;
- Certificate in computer applications from a recognized institution;
- Posses fairly good Oral and written communication skills; and
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

6. FISHERIES OFFICER–JG“K” ONE (1) POST: REF CPSB/ALF/2018/LA/6/06

Duties and Responsibilities

- Supervise Sub-County Fisheries Officers as they implement planned fish value addition activities;
- Prepare regular updates and analyses on the fisheries situation and specific needs.
- Arrange for field days and exchange visits;
- Manage fish breeding programs, fish feed formulation and pond management programs;
- Inspect fish handling facilities in the farms ensuring compliance with the existing regulations;
- Train staff on fish feed formulation and production;
- Monitor, prevent and control of fish diseases;
- Prepare work plan for fisheries development activities in the county.

Requirements for Appointment

- Be a Kenyan Citizen;
- Bachelor’s degree in Fisheries/Natural Resource/Biological / Aquatic Science or any other relevant degree from a recognized Institution in Kenya;
- Have at least 2 years Work Experience;
- Certificate in computer applications from a recognized institution;
- Posses fairly good Oral and written communication skills; and
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

7. ASSISTANT DIRECTOR OF AGRICULTURE-CROPS MANAGEMENT –JG “P” ONE (1) POST: REF CPSB/ALF/2018/LA/6/07

Duties and Responsibilities

- Overall coordination of crop management activities;
- Organization and management of directorates' resources;
- Interpreting and applying the relevant agricultural acts and other related statutes in line with the ministry's goal and departmental objectives;
- Take lead in formulation, implementation and review of crop management policies and strategies;
- Collaboration with relevant stakeholders in the development of crop technologies;
- Coordination of development of guidelines, projects and programmes on crop management;
- Facilitate dissemination of crop technologies in collaboration with stakeholders;
- Liaising with stakeholders in the monitoring and control of the use of agro-chemicals;
- Coordinating the monitoring of county food security and early warning systems in liaison with other relevant stakeholders;
- Advising food security stakeholders on imports or exports of food commodities;
- Coordinating the preparation and celebration of the World Food Day;
- Participation in field days, shows, exhibitions and trade fairs;
- Coordinating the preparation and implementation of work plans and budgets for the section
- Coordinating preparation of periodic reports;
- Perform any other duties that may be assigned.

Requirements for Appointment

- Be a Kenyan Citizen;
- Bachelor of Science Degree in Agriculture, Agronomy, Horticulture or related field from a recognized institution;
- Have at least six (6) years working experience in the field of crops management;
- Demonstrated a high degree of technical competence and administrative capability as reflected in work performance and results;
- A certificate in computer proficiency and applications;
- Meet the requirements of Chapter six of the constitution (2010).

8. ASSISTANT DIRECTOR OF AGRICULTURE-MECHANIZATION –JG “P” ONE (1) POST: REF CPSB/ALF/2018/LA/6/07

Duties and Responsibilities

- Coordination and implementation of policies programs and projects in agricultural engineering with regard to mechanization;
- Coordination of activities on environment and waste management, land water resources conservation and development;
- Overall administration and management of the AMS station;
- Coordinating project and programmes in the AMS station;
- Collection of revenue and remittance of the same to the County Treasury;
- Capacity building and backstopping on mechanization technologies in Liaison with the Sub County and County Agricultural Engineers ;
- Undertaking and promoting machinery and equipment calibration;
- Mobilizing and sensitizing stakeholders on the need for inventorizing of all machines and equipment available for private contracting;

- Promoting mechanization extension services;
- Preparing work plans and budgets;
- Keeping records on assets, incomes and expenditures;
- Examination and approval of all plans and designs of various construction works prior to actual implementation by field superintendents;
- Compilation of periodic reports;
- Perform any other duties that may be assigned.

Requirements for Appointment

- Be a Kenyan Citizen;
- Be a holder of Bachelors' Degree in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures or any other relevant and equivalent qualification from a recognized institution;
- Six (6) years relevant experience at a senior management level in an Agricultural Mechanization Station;
- Demonstrated a high degree of technical competence, merit and ability as reflected in work performance and results;
- A certificate in computer proficiency and applications;
- Must meet all the requirements of Chapter 6 of the Kenyan Constitution (2010).

9. AGRICULTURAL OFFICERS – JG “K” SIX (6) POSTS: REF CPSB/ALF/2018/LA/6/09

Duties and Responsibilities

- An officer at this level will be deployed in the Sub-County to coordinate activities in crop production, land development, agricultural extension, agribusiness,
- Project management and management of information desks within the Sub-County.
- Supervision of agricultural extension services
- Compilation of periodic reports;
- Perform any other duties that may be assigned.

Requirements for Appointment

- Be a Kenyan Citizen;
- Be in possession of a BSc degree in any of the following fields : Agriculture, Food science, Home Economics, Agronomy, Horticulture, Agricultural Economics, Natural Resource management, Agribusiness, Agriculture Extension, Agriculture Education and Extension or equivalent qualification from a recognized institution;
- Have at least three (3) years working experience in the relevant field;
- A certificate in computer proficiency and applications;
- Good written and verbal communication skills in English and Kiswahili;
- Demonstrated a high degree of technical competence, merit and ability as reflected in work performance and results;
- A certificate in computer proficiency and applications;
- Must meet all the requirements of Chapter 6 of the Kenyan Constitution (2010).

10. AGRICULTURAL TECHNICIAN-INSPECTOR – JG “H” TWO (2) POSTS: REF CPSB/ALF/2018/LA/6/09

Duties and Responsibilities

- Facilitate development of the approach to be followed in the ward interventions towards meeting the objectives of the component irrigation, water harvesting and storage department.
- Plan for procurement service in collaboration with ward procurement Officer
- Ensure that the GoK procurement regulations and guidelines are adhered to for all services.
- Plan for and facilitate capacity building programmes for ward frontline staff and beneficiary community
- Develop quality control procedures and ensure that they are strictly adhered to in the implantation of Irrigation and infrastructure Development (IID) interventions;
- Conduct regular monitoring visits to the wards and, on a quarterly basis, provide a consolidated progress report on irrigation activities in the ward.
- Participates in the payments of completed works and services.
- Facilitate coordination through regular meetings of key players in IID implementation
- Backstopping water users associations (WUAs) on the water management, maintenance, and operation of the irrigation system and equipment;
- Providing technical support to the WUAs on timely purchase of spare parts for the irrigation system and equipment;
- Liaising with Culture and Social Services in promoting organizational development;
- Participating field days, exhibitions and shows;
- Organizing training for the WUA committee and farmers in operating and maintenance of the irrigation system and equipment;
- Any other duty as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- Diploma in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm power, Structures, Surveying or any other related field from a recognized institution;
- Have at least five (3) years working experience in design and supervision of projects;
- A certificate in computer proficiency and applications;
- Good written and verbal communication skills in English and Kiswahili.

11. ASSISTANT AGRICULTURAL OFFICER III – JG “H” TWO (2) POSTS: REF CPSB/ALF/2018/LA/6/11

Duties and Responsibilities

- Training and advising farmers on matters relating to crop production, land development, planning and management of demonstration plots in wards;
- Provision of agricultural extension services;
- Mobilizing, and advising farmers on matters relating to agricultural extension services;
- Organizing and executing agricultural extension programmes;
- Any other duty as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be in possession of a Diploma in any of the following fields : Agriculture, Food Technology, Agriculture and Home Economics, Horticulture, Agricultural Economics,

Agriculture Education and Extension or equivalent qualification from a recognized institution;

- Have at least three (3) years working experience in the relevant field;
- A certificate in computer proficiency and applications;
- Good written and verbal communication skills in English and Kiswahili;
- Meet the requirements of Chapter six of the constitution.

B. DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT

12. DEPUTY-DIRECTOR FOR ROADS & TRANSPORT- JG “Q” ONE (1) POST: REF CPSB/RPT/2018/LA/6/12

Duties and responsibilities

- Identify and prioritize roads/transport infrastructure projects;
- Reconstruction of roads, upgrading gravel roads, by-passes, interchanges, bridges, non-motorised Roads etc;
- Design, prepare, BOQs, cost estimates and tender documents;
- Supervise construction works, project management and contract administration;
- Identifying suitable sources of development funds and preparing proposals;
- Prepare section budget plan;
- Section and project reports-monthly, quarterly and annual;
- M & E of annual budget/targets and strategic plan targets;
- Co-ordinate general administration control and discipline of the departmental staff, staff recruitment, training and development.
- Staff supervision and performance management;
- Training needs assessment and planning;
- Implementation of the national transport policy;
- Provision of motor vehicle inspection services; Provision of mechanical (road) and transport services;
- Development and maintenance of county roads;
- Material testing and advice on usage;
- Protection of road reserves.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a degree in Civil engineering or an equivalent from a recognized university in Kenya;
- A master’s degree in Civil Engineering from a recognized university will be an added advantage;
- Be registered as a practicing Engineer by the Engineers Registration Board in Kenya and a member of the Institute of Engineers of Kenya;
- Served in a senior position in a public organization in Roads & Transport sector or related discipline for about Five (5) years;
- 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 will be added advantage;
- Certificate in computer applications and computer Aided Design Software;
- Thorough knowledge and understanding of the County Government goals.

13. COUNTY STRUCTURAL ENGINEER –JG “N” TWO (2) POSTS: REF CPSB/RPT/2018/LA/6/13

Duties and responsibilities

- Structural Engineer has to choose appropriate materials such as concrete, steel, timber and masonry to meet desired specification.
- Inspecting the work and advising the construction team.
- Analyzing configurations of the basic structural component of a building.
- Calculating the pressures stresses and strains that each component, such as beam or lintel will experience from other parts of the structure due to usage.
- Liaising with other designers to agree on safe designs and their fit with aesthetic concept of construction. Making drawings , specification and computer models of structure for building
- Working with architect, quantity surveyor and other technical engineers to investigate ground conditions.
- Prepare reports, designs and drawings.
- Providing technical advice and managing projects.
- Inspecting properties to check conditions/foundation.

Requirements for Appointment

- Degree in structural engineering /building/construction/civil engineering or any other related field from a recognized University.
- 2-3 years experience in the same capacity in government institution or busy corporate construction company.
- Be registered as a practicing Engineer by the Engineers Registration Board in Kenya.
- Good management skills.
- Leadership and supervisory skills.
- Capacity to work under pressure to meet strict deadlines.
- Meet the requirements of the Chapter Six of the Constitution of Kenya.

14. COUNTY MECHANICAL ENGINEER JG “N” ONE (1) POST: REF CPSB/RPT/2018/LA/6/14

Duties and responsibilities

- Develop drawings and design using AutoCAD Program from steel and other materials.
- Prepare drawings and designs for fabrications.
- Maintaining safe operations by adhering to safety trouble shooting process.
- Document actions by completing production and quality logs.

- Supervise both man power and allocated projects in the workshop where required.
- Develop sheet metal bending designs.
- Utilize computer based program to develop two and three dimensional work for the final projects.
- Ability to utilize and willingness to learn mechanical language in developing designs.

Requirements for Appointment

- Be a Kenyan citizen.
- Degree in mechanical engineering from a recognized University.
- 1-3 years working experiences preferably in steel company.
- Be registered as a practicing Engineer by the Engineers Registration Board in Kenya.
- Knowledge in steel bending an added advantage.
- Able to prioritize, organize and work under pressure.
- Capacity to work under pressure to meet strict deadlines.
- Satisfy the requirement of Chapter Six of the Constitution.

15. COUNTY CIVIL ENGINEER - JG “N” THREE (3) POSTS: REF CPSB/RPT/2018/LA/6/15

Duties and Responsibilities

- Assist in preparation of tender documents for road maintenance projects.
- Assist in carrying out studies in maintenance works and collect data to be used in further maintenance works.
- Assist in undertaking feasibility studies for new road maintenance work.
- Make site visits and report progress of work.
- Assists in carrying out road maintenance inspection and prepares progress report and recommendation. Prepares periodic report.
- Assists in raw data collection and traffic flow.
- Assists in design work (road and structures).
- Participates in the evaluation of tenders.
- Assists in supervision of consultants and contractors.
- Any other duties relevant to the specialization as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen.
- A Bachelor of Science, degree in Civil Engineering or comparable qualification from a recognized university and Served for a minimum period of one year as Engineer (works).
- Been registered by the Engineers Registration Board of Kenya and be a corporate member of the institute of Engineers of Kenya.
- Have a high degree of professional competence, administrative capacity and leadership qualities required for effective planning direction, control and coordination of technical projects.

- Demonstrated general administrative ability required for direction, control and implementation of Civil Engineering programmes and;
- Have a thorough understanding of national goals, policies and development objectives.
- Satisfy the requirements of chapter six of the constitution.

16. COUNTY ELECTRICAL ENGINEER - JG “N” ONE (1) POST: REF CPSB/RPT/2018/LA/6/16

Duties and Responsibilities

- Co-ordination of the review and updating of policies systems and procedures for design and installation of electronics.
- Formulation and review of general polices on procurement of spare parts to ensure efficiency in repair and maintenance of all equipment and plant.
- Carry out quality assurance of electrical /electronics.
- Co-ordinate the evaluation and monitoring adherence and compliance with the set commitments and indicators in the department performance contract.
- Approval of the consults designs and be responsible for the overall planning, controlling and co-ordination of electrical/electronic engineering services, designs, installation and maintenance.

Requirements for Appointment

- Be a Kenyan citizen.
- A Bachelor of Science, degree in Electrical Engineering or comparable qualification from a recognized university and Served for a minimum period of one year as Engineer.
- Must be registered by the Engineers Registration Board of Nairobi Kenya and be a corporate member of the institute of Engineers of Kenya.
- Have a high degree of professional competence, administrative capacity and leadership qualities required for effective planning direction, control and coordination of technical projects.
- Demonstrated general administrative ability required for direction, control and implementation of Electrical Engineering programs and;
- Have a thorough understanding of national goals, policies and development objectives.
- Satisfy the requirements of chapter six of the constitution.

17. COUNTY QUANTITY SURVEYOR - JG “N” THREE (3) POSTS: REF CPSB/RPT/2018/LA/6/12

Duties and Responsibilities

- Evaluation and reporting on contractual claims from contractors, checking valuations for payments to contractors, resolutions of disputes on cases requiring litigations or arbitrations.

- Responsible for cost information's services ,control and implementation of tendering and procuring procedures for construction projects, preparation of cost hand books ,handling correspondence ,reports and paper on policy matters .
- Preparation of cost estimates, bills of quantities; monthly valuation on sites; site measurements; preparation of variation orders and final accounts involving the implementation of development projects for the county.

Requirements for Appointments

- Be a Kenyan citizen.
- Served in the grade of quantity surveyor or relevant position in the public services /private sector for at least one (1) year.
- A Bachelor of Arts degree in building economics /quantity surveying or its equivalent from and relevant qualifications an institution recognized in Kenya.
- Be registered with the board of registration of architects and quantity surveyors of Kenya as quantity surveyor.
- Corporate membership of the institute of quantity surveyors (IQSK) or architectural association of Kenya (AAK).
- Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying functions.
- Satisfy the requirement of Chapter Six of the Constitution.

18. COUNTY ARCHITECT - JG "N" THREE (3) POSTS: REF CPSB/RPT/2018/LA/6/18

Duties and Responsibilities

- Perform architectural duties and managing architectural projects definition through completion of construction.
- Develop concepts and designs for buildings, interpretation of standards, coordinating and consulting with engineering specialties and participating in design and site meetings.
- Monitoring project compliance by maintaining a variety of records, reports, plans and files on work projects and evaluating progress of engineering projects as set out in line with the plan.
- Review field data, providing construction support services, and investigating existing site conditions by conducting periodic on site observation of construction works, reviewing construction submittal and request for information preparing specifications, working drawings, bid documents, and estimates and presentations of drawings and models.
- Review and evaluate designs prepared by other agencies or private contractors/consultants by ensuring adequacy, completeness economy and compliance with design criteria, design standards applicable codes and maintainability
- Assist in the interpretation of architectural and engineering design standards established by local jurisdiction by conducting codes and regulation research.

Requirements for Appointments

- Be a Kenyan citizen
- Have Bachelor of Architecture from a recognized university
- Have at least 1-2 years post – university experience in a busy architectural office.
- Be registered with the board of registration of architects and quantity surveyors of Kenya as an Architect.
- Corporate membership of architectural association of Kenya (AAK).
- Satisfy the requirements of chapter six of the constitution.

19. BUILDING INSPECTORS - JG “J/K” THREE (3) POSTS REF NO. CPSB/RPT/2018/LA/6/19

Duties and Responsibilities

- Inspect Building maintenance and construction works.
- Be able to interpret engineering and architectural drawings, comparing their details with work on site.
- Checking minor repairs and alteration of existing buildings.
- Compiling site weekly reports and monitoring work progress.
- Supervision of artisans carrying out maintenance.
- Control usage of materials on site.
- Identifies defects and makes report for improvement.
- Carries out regular building inspection and recommends maintenance activities where necessary.
- Assists in data collection tender document preparation.

Requirements for Appointment

- Be a Kenyan citizen.
- Kenya certificate of secondary education (KCSE) or equivalent qualification from a recognized institution.
- Holder of Diploma in Building Construction/Civil Engineering/ or its equivalent from an institution recognized in Kenya.
- 1-3 years experience in public or private sectors.
- Proficiency in relevant computer applications.

20. ROADS SURVEYOR –JG “K-N” TWO (2) POSTS: REF CPSB/RPT/2018/LA/6/20

Duties and responsibilities

- Implementation of survey and adjudication and settlement, management strategies and policies.
- Carry out topographical surveys.
- Implementation of sound survey, mapping and Geographical Information System (GIS) management.
- Search legal records and land titles to obtain information on property boundaries;
- Conduct survey to establish legal boundaries for properties, based on legal deeds and titles;

- Prepare and maintain accurate sketches, maps, reports and legal description of surveys;
- Prepare and verify accuracy of all data, charts, maps, records and documents related to survey;
- Compute geodetic measurements and interpret survey data to determine positions, shapes and evaluation of geomorphic and topographic features;
- Co-ordinate with engineering and architectural personnel concerned with the projects;
- Any other duties assigned.

Requirements for Appointment

- Be a Kenyan citizen;
- A diploma or a Bachelor Degree in surveying or geometric/geospatial engineering from a recognized university;
- A full member of the institution of survey of Kenya (MISK) or Geographical Surveyors chapter (being a licensed surveyor) will be an added advantage;
- Demonstrated experience and understanding in various types of survey;
- Well developed computer literacy skills (knowledge and application of GIS);
- Capacity to work under pressure to meet strict deadlines;
- Meet the requirements of the Chapter Six of the Constitution of Kenya.

21. DRAUGHTSMAN/ARCHITECT ASSISTANT–JG “K” TWO (2) POSTS: REF CPSB/RPT/2018/LA/6/21

Duties and responsibilities

- Prepare detailed technical working drawings on architectural and engineering projects as directed by the Architect or Engineers in the County;
- Establish liaison with Architects and Engineers in order to understand the nature of the project;
- Create manual and computer based two and three dimensional drawings according to the requirements of the client;
- Responsible for the visual representation of the building or the structure for the client;
- Remain in touch with the architects and engineers in order to add to the value of the work or add aesthetic value to the sketches;
- Incorporate changes or modifications according to the suggestions of the architect or the engineer.
- Put thoughts into action as far as making drawings are concerned;
- After the completion of the initial sketches, the draughtsman should present them to the architect for appropriate implementation.

Requirements for Appointment

- Be a Kenyan citizen;
- At least a diploma in Architect from a recognized Institution;
- Have a technical knowledge of Architectural project delivery;
- Demonstrate skills on the areas of design, presentation and technical skills;

- Proficiency with Auto CAD and Archicad;
- Computer literacy using Microsoft office products and presentation software;
- Capacity to work under pressure to meet strict deadlines.
- Meet the requirements of the Chapter Six of the Constitution of Kenya.

22. MOTOR VEHICLES MECHANICS JG “G/J” TWO (2) POSTS: REF CPSB/RPT/2018/LA/6/22

Duties and Responsibilities

- Restore vehicle into serviceable conditions after a break down or a road accident. He/she will inspect, troubleshoot, and repair automobiles and light trucks that are powered by diesel or petrol.
- Examine and assess vehicles, perform standard checklist testing, compile and document repair cost estimates.
- Troubleshoot fuel ignition system and emission control system.
- Check and repair, overhaul electro mechanical parts and engine parts as per repair manuals.
- Test drive vehicle to confirm restored conditions before calling the customer.
- Identify required materials/spare parts and initiate their procurement.
- Ensure that resources within the section are used efficiently.
- Ensure compliance to occupational health and safety requirements.

Requirements for Appointments

- Kenya certificate of secondary education (KCSE) or equivalent qualification from a recognized institution.
- Must have a certificate or diploma in automotive engineering or in craft course in motor vehicle mechanics from a recognized institution. Those with prior experiences in motor vehicle mechanics field and NYS graduate may be given preference over the others.
- Passed the occupational Trade Test I for Mechanics ;
- Have at least one year experience in Plant Mechanics Work.

23. ROAD INSPECTOR- JG “J/K” FOUR (4) POSTS: REF CPSB/RPT/2018/LA/6/23

Duties and Responsibilities

- Inspect road maintenance and construction works.
- Identifies defects and makes report for improvement.
- Carries out regular road inspection and recommends maintenance activities where necessary.
- Assists in data collection tender document preparation.
- Evaluation of tender documents.
- Preparation of BQs (Bill of Quantity) and engineer estimate.
- Supervision and assigning of duties to Road Overseers.
- Preparation and monitoring of work programs for the Ministry.
- Carrying out annual road condition and inventory survey (ARCIS).

Requirements for Appointment

- Be a Kenyan citizen.
- Kenya certificate of secondary education (KCSE) or equivalent qualification from a recognized institution.
- Holder of Diploma in civil Engineering or its equivalent from an institution recognized in Kenya.
- 1-3 years experience in public or private sectors.
- Proficiency in relevant computer applications.

24. ROAD OVERSEER - JG “G/J” FOUR (4) POSTS: REF CPSB/RPT/2018/LA/6/24
Duties and Responsibilities

- Assisting in preliminary design, supervision of construction, rehabilitation and maintenance of classified and unclassified roads.
- Prepare road works programs.
- Assisting in the selection and location of suitable materials.
- Maintaining log sheet, returns, master rolls and daily activity records.
- Assisting in preparation of progress reports.
- Assists in tender document preparation
- Carries out monthly and annual report.

Requirements for Appointment

- Be a Kenyan citizen.
- Kenya certificate of secondary education (KCSE) or equivalent qualification from a recognized institution.
- Holder of Certificate /Diploma in road Overseer works i.e Road construction and project management.
- 1-3 years’ experience in public or private sectors.
- Proficiency in relevant computer applications.

25. PLANT OPERATOR - JG “G/H” TWO (2) POSTS: REF CPSB/RPT/2018/LA/6/25

Duties and Responsibilities

- Operating heavy plant of ‘difficult rating’ A and B;
- Keeping records of inventory of all plants in a project/unit;
- Formulating and administering working techniques;
- Preparing maintenance schedules for servicing of machines;
- Organizing ,managing and controlling operators and equipment’s on a given construction project/unit;
- Carrying out filter and oil changes and simple adjustments not requiring special tools.
- Supervising, guiding and assisting in training and developing staff within the cadre.
- Liaising with officers in charge for major repairs and ensure safety/cleanliness of the plants/tractors.

Requirements for Appointment

- Kenya certificate of secondary education (KCSE) or equivalent qualification from a recognized institution.

- Must have a certificate or diploma in automotive engineering or in craft course in motor vehicle mechanics from a recognized institution. Those with prior experiences in motor vehicle mechanics field and NYS graduate may be given preference over the others.
- A valid driving license free from any current endorsements for the relevant class(es) of plant;
- Passed the occupational Trade Test I for plant operators;
- Ability to operate one (1) plant of difficult rating A and two (2) plants of difficult rating, B;
- Attended a refresher course for plant operators lasting not less than one (1) week within a period of three (3) years at the Kenya institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- Knowledge of Traffic Act and other related regulation;
- Have at least 1-3 years' experience in operation of plants and big machines
- Attended a First-Aid course lasting not less than one(1)week from St. John Ambulance or the Kenya institute of Highway and Building Technology(KIHBT) or other recognized institution;

C. DEPARTMENT OF LANDS, SURVEY, PHYSICAL PLANNING & HOUSING

26. PRINCIPAL PHYSICAL PLANNER- JG “N” ONE (1) POST: REF CPSB/LSPH/2018/LA/6/26

Duties and Responsibilities

- Overseeing the preparation, monitoring and implementation of County and local physical development plans;
- Prepare physical development plans;
- Undertaking feasibility studies on physical, social, economic and environmental, characteristics;
- Providing advisory services to County Government and private agencies on development proposals and plans;
- Vet developmental planning and process development applications;
- Manage and maintain physical planning data and records;
- Keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- Implementing and providing feedback on physical planning guidelines and standards;
- Preparing annual state of physical planning reports on county and local physical development plans;
- Promote public sensitization and awareness on physical planning and development;
- Any other duty as may be assigned from time to time.

Requirements for Appointment

- Bachelor's degree in any of the following; Urban and regional planning, Urban planning or town planning from a recognized University;
- Minimum of three years experience in planning or relevant field;

- Be a member of Kenya Institute of Planners or Architectural Association of Kenya;
- Be registered by the Physical Planners Registration Board;
- Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Demonstrate high degree of professional ability, integrity and competence;
- Have a Certificate in computer application skills from a recognized institution;
- Have demonstrated merit and shown ability as reflected in work performance and results;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

27. SENIOR PHYSICAL PLANNER- JG “L” FOUR (4) POSTS: REF CPSB/LSPH/2018/LA/6/27

Duties and Responsibilities

- Prepare local physical development plans;
- Undertaking feasibility studies on physical, social, economic and environmental, characteristics related to planning;
- Providing advice on development application and development control matters;
- Collecting and analyzing urban and regional planning data;
- Implement physical plans for County, urban areas and cities;
- Process development applications from clients;
- Maintain physical planning data and records;
- Keeping development application and approval records;
- Advise government and private agencies on development policies and plans;
- Promote public sensitization and awareness on planning and development matters;
- Overall supervision of planning issues;
- Perform any other assigned duty.

Requirements for Appointment

- Bachelor’s degree in Urban and Regional Planning, Physical Planning or equivalent qualification from a recognized institution;
- Minimum three (3) years relevant experience;
- Have certificate in computer application from a recognized institution;
- Demonstrate merit and professional ability as reflected in work performance and results;
- Able to undertake drawings and designs;
- Registered and licensed by a relevant professional body;
- Full member of Kenya Institute of Planners;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

28. LAND SURVEY ASSISTANT - JG “K” FOUR (4) POSTS: REF CPSB/LSPH/2018/LA/6/28

Duties and Responsibilities

- Drawing of a survey plans;
- Responsible for the coordination of the survey projects;

- Responsible for the production and safe operation of all survey crews;
- Perform daily record keeping of work performed on a daily basis and share the records with the relevant departments;
- Carry out inspections to ensure that proper compliance with survey specifications is adhered to;
- Provide topographic surveys of site areas;
- Review construction design to ensure proper quantities, dimensions, and overall completeness;
- Provide calculations and records in support of all survey activities;
- Lead others in the survey work and make survey computations;
- Carry out other duties appropriate to land survey.

Requirements for Appointment

- Diploma in Land survey from a recognized institution;
- Certificate in computer applications (preferably CAD);
- High degree of professional competence and administrative capability;
- Demonstrate excellent presentation, report writing and general communication skills;
- Able to contribute successfully to effective team working;
- Able to see tasks through to a successful conclusion whilst meeting challenging deadlines and maintaining attention to detail;
- Meticulous record keeping.

29. CARTOGRAPHER- JG “K” ONE (1) POST: REF CPSB/LSPH/2018/LA/6/29

Duties and Responsibilities

- Drawing survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules,
- Preparing topographical base for special purpose maps,
- Collect field data and translate to a form that can be used for plotting maps, and establishment of area
- Plot field data using CAD/survey software’s
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles
- Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed
- Make topographical surveys
- Digitization of maps

Requirements for Appointment

- Diploma or Higher National Diploma in Cartography or related field ;
- Knowledge in use of Map info, Leica Geo tools, and ArcGIS software or any open source GIS software;
- Ability to use a total station in surveying works;

- High degree of professional competence and administrative capability;
- Demonstrate excellent presentation, report writing and general communication skills;
- Meticulous record keeping.

30. PRINCIPAL LAND ADMINISTRATOR - JG “N” ONE (1) POST: REF CPSB/LSPH/2018/LA/6/30

Duties and Responsibilities

- An officer at this level will be in charge of land administration issues at the County Headquarters;
- inspecting Sub-county land offices to ensure adherence and conformity to relevant regulations and status;
- Considering and recommending applications for large capital investment projects, change of user and extension of leases in consultation with the relevant authorities and stakeholders;
- Receive applications for land use in order to determine land ownership and conduct research on land use applications;
- Sanctioning acceptance of letters of allotment;
- Endorsing deeds of variation on rectification of titles;
- Identify and consult with stakeholders with authority on land issues;
- In the absence of the Deputy Director, represent the section in management meetings and any other duties as directed.

Requirements for Appointment

- Bachelor’s Degree in Land Economics, B.A in Public Administration or Management, Land Resource Planning and Management or its equivalent from a recognized institution;
- Shown merit, administrative ability and technical competence in handling land administrative matters;
- Attended a Senior Management Course lasting not less than four (4) weeks in a recognized institution;
- Served for a minimum period of four (4) years in land management filed;
- Knowledge of relevant legislation such as the Constitution of Kenya 2010, Land Act 2012 and Land Registration Act 2012;
- In-depth professional knowledge and experience in a specialized field or broad knowledge of a number of fields;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

31. CHIEF LAND ADMINISTRATOR- JG “M” SEVEN (7) POSTS: REF CPSB/LSPH/2018/LA/6/31

Duties and Responsibilities

- An officer at this level will be in charge of land administration at the sub-county level;
- Inspecting Sub-county land offices to ensure adherence and conformity to relevant regulations and status;

- Maintain and update land records from time to time;
- Ensure that county land use by-laws and policies comply with relevant national legislation;
- Receive applications for land use in order to determine land ownership;
- Identify and consult with stakeholders with authority on land issues;
- Manage records of land use agreements and contracts at the sub-county;
- Draft and execute approved land use documents;
- Identify and maintain records of land use and areas for potential development;
- Identify and consult with stakeholders/authority on land issues;
- Any other duty as may be assigned from time to time.

Requirements for Appointment

- Bachelor’s Degree in Land Economics, land resource planning and management, B.A in public administration or Business management, or its equivalent from a recognized institution;
- Minimum experience of three years in the relevant field;
- Knowledge of relevant legislation such as the Constitution of Kenya 2010, County Government Act of 2012;
- In-depth professional knowledge and experience in a specialized field or broad knowledge of a number of fields;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

32. ASSISTANT LAND ADMINISTRATOR- JG “H” SEVEN (7) POSTS: REF CPSB/LSPH/2018/LA/6/32

Duties and Responsibilities

- Maintain and update land records;
- Receive applications for land use in order to determine land ownership;
- Identify and consult with stakeholders with authority on land issues;
- Prepare departmental quarterly reports;
- Any other duty as may be assigned from time to time.

Requirements for Appointment

- Diploma in Land Economics, Land resource planning and management; Arts or Business Management or its equivalent from a recognized institution;
- Minimum experience of two years in relevant field;
- Certificate in computer applications;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

33. HOUSING OFFICER- JG “K” ONE (1) POST: REF CPSB/LSPH/2018/LA/6/33

Duties and Responsibilities

- Maintaining and reviewing of the building register;
- Carry out surveys on housing development and human settlements;
- Supervising surveying of buildings and prescription of remedial measures;

- Collection of rents from occupants of government quarters and making payment of rent for leased properties Assessing and managing sanitary and decorative conditions of buildings;
- Implementation of County and local housing plans;
- Execution of maintenance works;
- Preparation of sketch designs, project cost estimates and tender documents;
- Implementation of housing strategies and policies;
- Undertake Assessment of Housing needs for various income groups and sectors in the county;
- Carry out social and physical mapping of slums and informal settlements;
- Preparation of inspection reports.

Requirements for Appointment

- Bachelors Degree in any of the following; Land Economics, Estate Management, Property Management and Valuation, Facilities Management, Building Economics, Architecture, Regional/Urban Planning, Construction Management, Structural/Civil/Building/Electrical/ Mechanical Engineering or any other equivalent and relevant qualification from a recognized University;
- Be a registered member of Architectural Association of Kenya;
- Demonstrate professional ability, high integrity and competence;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

34. ASSISTANT HOUSING OFFICER- JG “H” THREE (3) POSTS: REF CPSB/LSPH/2018/LA/6/34

Duties and responsibilities

- Collection of rents from occupants of government quarters and making payment of rent for leased properties;
- Assessing and managing sanitary and decorative conditions of buildings;
- Rental assessments;
- Execution of housing maintenance works;
- Implementation of housing strategies and policies;
- Undertake Assessment of Housing needs for various income groups and sectors in the county;
- Preparation of quarterly and annual reports;
- Preparing quarterly or annual reports on the status of development trend;
- Any other duty as may be assigned from time to time.

Requirements for appointment

- Diploma/certificate in any of the following; Land Economics, Estate Management, Property Management and Valuation, Architecture, Construction Management, Structural/Civil/Building/Electrical/ Mechanical Engineering, Arts or Business Management or any other relevant qualification from a recognized institution;
- Demonstrate professional ability, high integrity and competence;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

**35. REGISTRY CLERKS/CLERICAL OFFICER- JG “F” FIFTEEN (15) POSTS:
REF CPSB/LSPH/2018/LA/6/35**

Duties and responsibilities

- Compiling land records;
- Sorting, filing and updating records;
- Document and archive management;
- Any other duties as may be assigned from time to time.

Requirements for appointment

- Kenya Certificate of Secondary Education mean grade C- (Minus) or its approved equivalent; or D+ with Certificate Course in Business or any other relevant course;
- Certificate in computer applications;
- Demonstrate high integrity and competence;
- Good communication skills.

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

Applications should reach the County Public Service Board on or before **Friday, 6th July, 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.

SECRETARY

MANDERA COUNTY PUBLIC SERVICE BOARD