



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

DATE: 22nd February, 2019

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. OFFICE OF THE COUNTY SECRETARY

**1. HEAD OF COUNTY PERFORMANCE MANAGEMENT - JG “Q” ONE (1)
POST: REF MCPSB/ADV/2019/02/01**

Duties and Responsibilities

- Co-ordinate and facilitate performance management function;
- Co-ordinate performance contracts in the ministries to set their performance targets based on their mandates, functions and strategic objectives;
- Provide technical advice to the Department on performance management matters;
- Co-ordinate preparation of performance management reports;
- Initiate review of staff performance appraisal system;
- To ensure that performance contracts shall be anchored on CIDP and cascaded to all Ministries, Directorates, Sections and cadres of employees;
- To ensure that all categories of staff in the County Public Service are placed on Staff Performance Appraisal System;
- Co-ordinate staff performance appraisal System quarterly, Mid-year performance review and end of year appraisal process;
- Ensure that the performance of all officers is evaluated and feedback on performance is relayed in writing at the end of the year;
- Ensure that the overall assessment of employee performance is evaluated as per agreed targets;
- Communicate to Ministries to hold quarterly and Mid-Year performance review meetings;
- Develop and implement the internal monitoring and evaluation and reporting system;
- Make recommendations to the County Ministerial Performance Management Committee for rewards and sanctions;
- Performing any other relevant duties as may be assigned from time to time.

Requirements for appointment:-

- Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Public Administration, Business Administration, Economics, Education, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a university recognized in Kenya;
- Have relevant knowledge, experience and a distinguished career in matters performance management of not less than five (5) years, three (3) years of which should be at a senior managerial position in the public service or equivalent in the private sector;
- Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Education, Public Administration, Business Administration, Counseling Psychology or any other relevant qualification from a university recognized in Kenya will be an added advantage;
- Member of a relevant professional body;
- Attended a management course lasting not less than four (4) weeks from a recognized institution;
- Attended a strategic leadership development course lasting not less than six (6) weeks from a recognized institution;
- Demonstrated general administrative ability required for direction, control and implementation of Inspectorate services;
- Demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes; and
- Demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in performance Management.

Salary Scale: As prescribed by SRC

Terms of Service: Three (3) years Renewable Contract

2. HEAD OF COUNTY GOVERNMENT PRINTER- JG "Q" ONE (1) POST: REF MCPSB/ADV/2019/02/02

Duties and Responsibilities

- The County Printer shall be the overall head of the Office of the County Printer;
- Responsible for the day-to-day running and operation of the office;
- Administration, organization and control of staff of the office;
- Publish in the County Gazette such documents as are approved by an authorized officer;
- Advise the County Government on all matters pertaining to printing and publication of documents;
- Enter into such partnerships and collaborations with other public sector or private sector printing offices as are necessary for the proper execution of its mandate;
- The County Printer shall publish a special Gazette on the request of an authorized officer at any other time as may be required;
- The County Printer shall co-ordinate and liaises with the office of the Government Printer and shall ensure that there is no duplication in the printing and publication of documents.

- advising on matters relating to formulation and reviewing of policies, quality assurance standards, quality audit reports and budget control;
- Approving cost rates; researching on new printing technology;
- Monitoring and evaluating proposals and purchase of plant, machines and materials deliveries;
- Overseeing machine equipment maintenance; and
- Perform any other function as may be necessary for the proper execution of its mandate;

Requirements for Appointment

For appointment to this grade an officer must have:-

- Bachelor's degree in any of the following disciplines:- Technology in Printing, Philosophy in Printing, Printing Administration, Printing Technology, Engineering and Printing Technology, Print Media Management, Security Printing Technology or Publishing from a recognized institution;
- Master's degree in any of the following disciplines:- Technology in Printing, Philosophy in Printing, Engineering and Printing Technology, Printing Technology, Printing Administration, Print Media Management, Security Printing Technology, Publishing, Business Administration, Strategic Management, Operations Management, Project Management, Public Policy or information and Communication Technology from a recognized institution;
- Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- Certificate in computer applications; Demonstrated a high degree of professional competence and administrative capability.
- Has knowledge and experience of at least five years in the relevant field; and
- Satisfies the requirement of Chapter Six of the Constitution of Kenya.

3. SENIOR COUNTY GOVERNMENT PRINTER -JG "L" TWO (2) POSTS: REF MCPSB/ADV/2019/02/03

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- Verifying and reviewing estimates for all orders and cost recovery rates;
- Job scheduling;
- Estimating and costing job orders;
- Preparing work in progress and audit reports;
- Working on classified jobs;
- Loading computer programs;
- Colour separation; referencing the house style;
- Copy mark up;
- Proofreading;
- Effecting corrections;
- Drawing layouts and assembling of artworks;

- Mounting and retouching films;
- Making impositions up to sixty-four (64) pages;
- Exposing and processing halftones and plates;
- Matching of inks;
- Operating A2 and A1 multi-colour, perfecter and rotary machines;
- Machine folding up to sixty-four (64) pages;
- Numbering of accountable documents;
- Preparing and updating web content;
- Responding to online printing inquiries; and
- Case binding.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- Served in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines:- Technology in Printing, Philosophy in Printing, Printing Administration, Printing Technology, Engineering and Printing Technology, Print Media Management, Security Printing Technology; Media Studies or Communication or Publishing from a recognized institution;
- OR**
- Diploma in Printing Technology from a recognized institution;
- OR**
- City and Guilds of London Institute Certificate in Printing from a recognized institution;
- Certificate in computer applications; and
- Demonstrated merit and shown ability as reflected in work performance and results.

4. COUNTY SPEECH WRITER- JG "Q" ONE (1) POST: REF MCPSB/ADV/2019/02/04

Duties and Responsibilities

- Develops and writes speeches, briefings, and other communications for executives;
- Translates the ideas, objectives, corporate position, and management philosophy into messaging that relates to the topic, speaker, and intended audience;
- May compose editorials, press releases or articles representing County management;
- To carry out good researcher and fact-check, and should demonstrate great attention to detail;
- To assist in the delivery of the county government's communications strategy;
- Work with the management team in the Communications Directorate to prepare speeches, bulletins and other communications for the county government executives;
- Prepare presentations for the Governor, DG, Chief Executive and other senior officers;
- Working with the management team in the Communications Directorate, ensure consistency of message across the county's corporate communications;
- Write forewords in corporate publications;

- Work with the website team to ensure the written content of digital channels and platforms is of the highest standard;
- Work with the events team to produce high quality promotional material for county government's conferences and events;
- Support the Public Affairs and Stakeholder, Campaigns and Marketing, and media teams by producing high quality written material for use in corporate campaigns;
- Work with the management team in the Communications Directorate in increasing the public profiles of the county government's senior figures;
- Provide advice, guidance and handle crisis communications;

Requirements for Appointment

For appointment to this grade an officer must have:-

- Bachelor's degree in any of the following disciplines:- Mass communication, journalism, Public relations, Corporate Communication, Communication studies, Media Studies or any other relevant or equivalent qualifications from a recognized institution in Kenya;
- Master's degree in the relevant course from a recognized institution will be an added advantage;
- Certificate in computer applications; Demonstrated a high degree of professional competence and administrative capability.
- Has knowledge, experience and a distinguished career off not less than 7 years in public communication/journalism or relevant field; and
- Satisfies the requirement of Chapter Six of the Constitution of Kenya.

Salary Scale: As prescribed by SRC

Terms of Service: Three (3) years Renewable Contract

B. OFFICE OF THE GOVERNOR

5. HEAD OF PROTOCOL UNIT- JG "R" ONE (1) POST: REF MCPSB/ADV/2019/02/05

This position is key in ensuring smooth and dignified conduct of official engagements, especially where strategic stakeholders are involved. The head of Protocol Unit will report to the Chief of Staff in the Governor's Office.

Duties and Responsibilities

- Coordinating of official County functions;
- Management of the County guest list;
- Organization of official County and State programs;
- Provision of logistical support for the distribution of the Governors' speech;
- Provision of effective interface between the County and the public;

- Coordination of preparation of official County departmental functions;
- Promotion of good protocol practices in County offices and functions;
- Maintenance of etiquette and decorum in official County, Governor and State functions;
- Preparation and designing of invitation cards and car stickers for all national days and State functions;
- Organization of County and State luncheons and banquets;
- Liaison with departments and agencies in organizing official functions;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Identification and preparation of sites for official, Governor's and State ceremonies;
- Organization of State and County installations following national elections;
- Providing advice on flag protocol; and
- Provision of secretariat services to the County celebrations steering committee.

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree from a university recognized in Kenya;
- Have knowledge, experience and a distinguished career of not less than 5 years in protocol, public administration and leadership;
- Those with security background either in DCI or Police Service will have an added advantage; and
- Satisfy the requirements of Chapter Six of the Constitution.

Salary Scale: As prescribed by SRC

Terms of Service: Contract

6. PROTOCOL OFFICER- JG "K" THREE (3) POSTS: REF MCPSB/ADV/2019/02/06

Duties and Responsibilities

- Organizing and coordinating official events;
- Preparing guest lists and seating arrangements;
- Coordinating arrangements for press coverage of official functions;
- Facilitating linkages with other institutions and organizations;
- Ensuring efficient and effective communication with stakeholders and visitors to the Office of the Governor and/or County Government;
- Facilitating appointments;
- Ensuring proper etiquette for official engagements;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Identification and preparation of sites for official, Governor's and State ceremonies;
- Organization of State and County installations following national elections;
- Providing advice on flag protocol;
- Provision of secretariat services to the County celebrations steering committee; and
- Any other duties as may be assigned from time to time by the Head of Protocol Unit.

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of at least a Diploma in any of the following: Public Relations, International Relations, Security Management, Criminology, Diplomacy and Marketing from a university recognized in Kenya and a post- graduate qualification;
- Have working experience of not less than three (3) years, preferably in Public Relations or Protocol Service;
- Demonstrate understanding and commitment to the values and principles of public service as outlined in articles 10 and 232 of the Constitution of Kenya, 2010;
- Be computer literate;
- Those with security background either in DCI or Police Service will have an added advantage; and
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

Salary Scale: As prescribed by SRC

Terms of Service: Contract

C. DEPARTMENT OF CONFLICT MANAGEMENT, COHESION & INTEGRATION AND DEVOLVED UNITS

7. DEPUTY-DIRECTOR, ENFORCEMENT SERVICES - JG “Q” ONE (1) POST: REF MCPSB/ADV/2019/02/07 (RE-ADVERTISEMENT)

Duties and responsibilities

- 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; and
- Meet the requirements of Chapter six of the Constitution of Kenya 2010.

8. TOWN ADMINISTRATOR -JG "P" ONE (1) POST: REF MCPSB/ADV/2019/02/08 - KUTULO SUB-COUNTY

Duties and responsibilities

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

Requirements for appointment

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

D. DEPARTMENT OF PUBLIC WORKS

9. COUNTY ARCHITECT - JG “N” TWO (2) POSTS: REF MCPSB/ADV/2019/02/09

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..
- Membership of architectural association of Kenya (AAK).
- Satisfy the requirements of chapter six of the constitution.

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

10. CHAIRPERSON - MANDERA COUNTY TRADE DEVELOPMENT FUND BOARD : REF MCPSB/ADV/2019/02/10 (RE-ADVERTISEMENT)

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)

F. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

11. DIRECTOR OF HOUSING AND URBAN DEVELOPMENT-- JG “R” ONE (1) POST: REF MCPSB/ADV/2019/02/11 (RE-ADVERTISEMENT)

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 five (5) 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.
- Have a certificate in strategic leadership development programme;
- Demonstrate professional ability, high integrity and competence; and
- Satisfy the requirement of chapter six of the constitution.

12. DEPUTY-DIRECTOR, HOUSING AND URBAN DEVELOPMENT-- JG "Q" ONE (1) POST: REF MCPSB/ADV/2019/02/12 (RE-ADVERTISEMENT)

Duties and Responsibilities

- Deputize the Director for Housing and Urban Development;
- 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 four (4) 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;
- Have a certificate in strategic leadership development programme;
- Demonstrate professional ability, high integrity and competence; and
- Satisfy the requirement of chapter six of the constitution.

G. DEPARTMENT OF FINANCE AND ACCOUNTING SERVICES

13. DIRECTOR INTERNAL AUDIT - JG 'R' ONE (1) POST: REF MCPSB/ADV/2019/02/13 (RE-ADVERTISEMENT)

Duties and Responsibilities

- Planning, organizing, directing, coordinating and controlling of Internal Audit Services;
- Playing a key role in maintaining a strong control environment and supporting initiatives that improves performance;
- Executing proposals to integrate ICT into viable Internal Audit operations; developing risk management strategies and initiatives to identify and mitigate risks in Internal Audit in the County;
- Undertaking Capacity building for staff at the County level;
- Establishing risk-based audit plans consistent with the County objectives;
- Developing leading capabilities in terms of resources, methodology;
- Communicating plans of engagements and resource requirement for internal audit function;
- Following up to ensure implementation of Audit recommendations;
- Coordinating audit efforts with external efforts; and
- Perform any other duty as may be assigned from time to time.

Requirement for Appointment

- Have a Bachelor of Commerce/ Business Administration (Finance or Accounting), Economics/Statistics or its approved equivalent from recognized university; and

- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (CFE).
- Must have at least Five (5) years of experience, two (2) of which must have been in senior management level from reputable organization;
- Knowledge of professional standards (Economic, Financial, Commercial e.t.c);
- Excellent communication and interpersonal skills;
- Knowledge in use of Participatory M&E Tools;
- Shown outstanding professional competence and administrative ability in the management of the audit functions;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

14. DEPUTY DIRECTOR, INTERNAL AUDIT – JG ‘Q’ ONE (1) POST : REF MCPSB/ADV/2019/02/14 (RE-ADVERTISEMENT)

Duties and Responsibilities

- Deputizing the Director for Internal Audit function on various roles;
- Establishing risk-based audit plans consistent with the County objectives;
- Developing leading capabilities in terms of resources, methodology and technology;
- Communicating plans of engagements and resource requirement for internal audit functions;
- Management of Internal Audit Services;
- Maintaining a strong control environment and supporting initiatives that improve performance;
- Participate in preparing medium term plan, integrated County plan and strategic plans and budgeting for the department;
- Coordinating the preparation of County development plan and strategies on key sectors;
- Organizing coordination meeting and workshops with stakeholders and partners;
- Facilitate timely and accurate production of audit reports to management;
- Prepare the audit departments work plan and budgets in liaison with the Director and audit staff;
- Give advice on the risk aversion measures and cost saving measures;
- In charge of follow up audits to monitor management intervention;
- Implement best practice audit planning and techniques;
- Ensure objective assurance on the effectiveness and adequacy of the risk management strategies and processes;
- Ensure all identified internal control concerns is addressed;
- Conducts regular and continuous audit of financial transactions of the county and reports on any diversion from the set financial regulations;
- Establishment risk based audit plans consistent with county objective; and
- Conduct forensic audit where necessary.

Requirement for Appointment

- Be a holder of at least a first degree in any of the following: Commerce/Business Administration (Accounting, or Finance), Economic or statistics from a recognized university in Kenya;
- A master degree in the relevant field will be an added advantage;
- Have relevant knowledge ,experience and a distinguished career of not less than four (4) years from reputable organization;
- Demonstrated outstanding professional competence matched with appreciation of the County;
- Membership to a professional association/body;
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (CFE) and in good standing;
- Proficiency in relevant Computer applications; and
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

15. MEMBER OF MANDERA COUNTY AUDIT COMMITTEE (4 POSITIONS) : REF MCPSB/ADV/2019/02/15 (RE-ADVERTISEMENT)

Pursuant to Section 73 (5) and 55(5) of The Public Finance Management Act 2012 and regulation 167-175 of the Public Finance Regulations 2015, The Mandera County Government is in the process of establishing the County Audit Committee. The committee forms a key element in the governance process by providing an independent assessment of the activities of executive management, the quality of risk management, financial reporting, financial management and internal audit function.

Mandera County Government therefore invites applications from the suitably qualified Kenyans for the position of Members of Audit Committee.

Requirements for Appointment

1. A degree from a university recognized in Kenya and have knowledge and experience of not less than 5 (five) years in any of the following fields;
 - Accounting/Finance/Procurement/Auditing/Economics/Law or any other related field. **OR**
 - Engineering/Computer Science or ICT related field or any other relevant field.
2. Have a good understanding of County Government operations, financial reporting, auditing; and knowledge of objects, principles or functions of County Government of Mandera;
3. Be registered with relevant professional body;
4. Must not be past or present employee or an agent of a business organization which carried out business with Mandera County Government for the last two years;

5. Strong leadership, proactive and demonstrate good communication skills;
6. Must be ordinary resident or has a permanent dwelling in Mandera; Must be carrying on business in Mandera; or Must have lived in Mandera at least five years; and
7. Satisfying the requirement of Chapter six of the Constitution of Kenya 2010.

Terms of Appointment

- a) Members of the audit committee shall serve on a part time basis for a period of three years and shall be eligible for reappointment for further one term;
- b) The committee will be meeting on a quarterly basis;
- c) The allowances payable to the members of audit committee shall be determined by the Salaries and Remuneration Commissions.

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

Applications should reach the County Public Service Board on or before **Friday, 8th March, 2019** at 4.00p.m. or be **hand delivered to the office of the County Public Service Board at Mandera Youth Polytechnic. No Online application.**

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 Diploma/Degree from Foreign Universities should come with proof of accreditation from **Commission for Higher Education.**

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.

AG. SECRETARY
MANDERA COUNTY PUBLIC SERVICE BOARD