



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

VACANCIES

DATE: 18TH JULY, 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 PUBLIC SERVICE MANAGEMENT CONFLICT MANAGEMENT COHESION, INTERGRATION AND DEVOLVED UNITS

1. DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT – JG “R” ONE (1) POST: REF CPSB/PCD/2018/LA/7/01

Duties and Responsibilities

- Innovating and designing of human resource management and development strategies and translating them to policies;
- Introducing systems and management practices that facilitate efficient and effective management of the human resource management and development function;
- Providing guidance on human resource management and development policy matters to Ministries/Departments and Agencies;
- Proposing performance improvement strategies that are adaptive to the changing environment and technology; researching on human resource best practices, formulation of human resource management and development policies, standards and regulations;
- Initiating action on issues related to Collective Bargaining Agreements; negotiating agreements with labour unions and monitoring their implementation;
- Ensuring compliance with labour laws; and monitoring implementation of remuneration policy and suggesting areas of review;
- Devising innovative and creative strategies for mobilizing resources for training and capacity building; coordinating in-service training;
- Ensuring the maintenance of Human Resource Information Systems including authorizing and safeguarding user rights;
- Payroll management including auditing; coordinating preparation of training budgets and training proposals;
- Forecasting human resource development requirements for the public service through periodic training needs assessments and human resource surveys;
- Developing, designing and implementing human resource development programmes, sourcing for scholarships, coordinating implementation of technical assistance programmes, and monitoring and evaluating the implementation and the impact of human resource development programmes in the Public Service;

- Coordinating the preparation of Human resource management and development reports; and overseeing the promotion of the values and principles of public service.
- Implementing human resource management and development policies, rules and regulations and analyzing their impact on performance management; advising the Authorized Officer on delegated powers including constitution of relevant committees and panels;
- Coordinating the processing and verifying of the agenda and minutes for the Human Resource Management Advisory Committee;
- Ensuring that professional human resource management standards are maintained; advising the Technical Departments in the Ministry/Department on career and succession management, human resource planning and optimal utilization of human resources;
- Coordinating the preparation of Personnel Emoluments (PE) budgets; coordinating the implementation of performance management systems including Staff Performance Appraisal System and the Rewards and Sanctions Framework;
- Coordinating in-service training; ensuring the maintenance of Human Resource Information Systems including authorizing and safeguarding user.

Requirements for Appointment

For appointment to this grade, an officer must have:

- Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration (HR Option), Bahelor of Art or any other relevant Social Science from a recognized institution;
- Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
- Masters degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution will be an added advantage;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or Senior Management Course lasting not less than four (4) weeks;
- Membership to a relevant professional body and Practising License;
- Certificate in computer application skills from a recognized institution;
- Six (6) years experience in comparable position in Public Sector or a large private organization;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

2. DEPUTY-DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT– JG “Q” ONE (1) POST: REF CPSB/PCD/2018/LA/7/02

Duties and Responsibilities

- Analyzing the human resource management and development structures and systems; determining and proposing methods/strategies for handling the human resource management and development function;
- Initiating and developing human resource management and development policies; proposing performance improvement strategies that are adaptive to the changing environment and technology;
- Researching on human resource best practices that will guide the development of human resource management and development policies, standards and regulations;
- Institutionalization of performance management including staff Performance Appraisal System;
- Preparing briefs on Collective Bargaining Agreements/Labour Union matters; participating in tripartite discussions; ensuring compliance with the remuneration policy;
- Identifying and liaising with development partners for technical support of training programmes including the development of training proposals;
- Ensuring the development and maintenance of an up-to-date human resource development data; identifying, designing and implementing training programmes;
- Monitoring the selection of candidates for in-service training; reviewing and harmonizing the in-service training programmes with clients demands; budgeting and monitoring for training funds; Reports; processing of secondment and unpaid leave cases; and administration of the medical, mortgage, car loan and pensions schemes;
- Interpreting and advising on human resource management and development policies and regulations;
- Monitoring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on staff; ensuring that professional human resource management and development standards are maintained;
- Implementation of County Public Service Board decisions; advising Technical Departments in the Ministry/Department on career and succession management, human resource planning and utilization of human resources;
- Coordinating the preparation of Personnel Emoluments (PE) budgets;
- Coordinating the implementation of Performance Management Systems including Performance Appraisal System and the Reward and Sanctions Framework; managing the Human Resource Management Information Systems;
- Ensuring compliance with labour laws and forging linkages with the Unions; and liaising with the Public Service Commission, Ministry/State Department responsible for Public Service Management and Ministry/Department responsible for Finance on human resource matters;
- Coordinating the processing and verifying of the agenda and minutes for the Human Resource Management Advisory Committee;
- Coordinating implementation of technical assistance training programmes including preparing training proposals; coordinating training and human resource development activities; and overseeing the development of training projections and plans; validation

and authentication of academic and professional certificates in liaison with the relevant institutions.

Requirements for Appointment

- Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration (HR Option), Bachelor of Arts or any other relevant Social Science from a recognized institution;
- Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
- Masters degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution will be an added advantage;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or Senior Management Course lasting not less than four (4) weeks;
- Membership to a relevant professional body;
- Certificate in computer application skills from a recognized institution;
- Five(5) years experience in comparable position in Public Sector or a large Private organization;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

3. HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICER I– JG “K” EIGHT (8) POSTS: REF CPSB/PCD/2018/LA/7/03

Duties and Responsibilities

- Verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- Implementing human resource decisions within existing rules, regulations and procedures;
- Collecting and collating data for assessing training needs;
- Incharge of HR sections at the Sub-county;
- Preparing training projections; and preparing agenda and minutes for Human Resource Advisory Committee;

Requirements for Appointment

- Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration (HR Option) or Bachelor of Arts from a recognized institution;
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

4. HUMAN RESOURCE ASSISTANT III– JG “H” EIGHT (8) POSTS: REF CPSB/PCD/2018/LA/7/04

Duties and Responsibilities

- Processing human resource management matters including appointments, promotions and leave applications within existing rules, regulations and procedures;
- Capturing and updating human resource data in HRIS;
- Drafting letters.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- A diploma in Human Resource Management, Industrial Relations, Labour Relations, or any other relevant and equivalent qualification from a recognized institution; **OR**
- Part II of the Certified Public Secretaries Examination from KASNEB;
- Certificate in computer application skills from a recognized institution;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

5. PRINCIPAL RECORD MANAGEMENT OFFICER – JG “N” ONE (1) POST: REF CPSB/PCD/2018/LA/7/05

Duties and Responsibilities

- An officer at this level will be responsible for overseeing the operations of various registries in Ministry/department;
- Planning appropriate office accommodation for registries;
- Preparation and submission of budget estimates for registry services;
- Initiating appraisal and disposal of files, documents and records in accordance with government regulations;
- Supervision, guidance and development of staff working under him/her.

Requirement for Appointment

For appointment to this grade an officer must have

- Served as Records Management Officer in the public service for a minimum of three years;
- A Bachelor of degree in information science or records management or equivalent qualification from a recognized institution;
- Shown outstanding professional competence and administrative ability in the management of the records functions;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

6. RECORD MANAGEMENT OFFICER III – JG “H” TEN (10) POSTS: REF CPSB/PCD/2018/LA/7/06

Duties and Responsibilities

- Receiving, sorting, opening, filing, minuting and distribution of mail;
- Dispatching of mails and guiding on file disposal;
- Any other duty assigned to you by the Director and the Chief Officer;

- Tracking movement of files, documents and records in accordance with government regulation;
- Establishing registries and ensuring proper movement of files;
- Capturing of data/information into the system;
- Assist the HR Officers in the area of human resource function.

Requirement for Appointment

For appointment to this grade an officer must have:-

- Diploma in Records Management or Information Science or its equivalent from recognized institution;
- Demonstrate profession competence and administrative skills in office management;
- Interpersonal and basic human resource skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

7. HEAD OF FIRE SERVICES – JG “N” ONE (1) POST: REF CPSB/PCD/2018/LA/7/07

Duties and responsibilities

- Designing of fire alarms, fire venting and fire extinguishing systems in government buildings and construction works;
- Siting of fire appliances;
- Inspection of buildings to access fire hazards and risks and prepare report;
- Ensure availability of functioning emergency exits and adequacy of means of escape in public buildings;
- Fire investigation and compiling of reports;
- Preparations of maintenance schedules and specifications for a new firefighting equipment/installations;
- Processing of tenders for firefighting equipment;
- Supervision of staffs working under you.

Requirements for Appointment

- Served in the grade of Senior fire Officer or in a comparable and relevant position in the public service for a period of Three (3) years;
- A Bachelors degree in any of the following disciplines: Electrical/Mechanical/chemical/ Mechatronics Engineering or it is equivalent qualification from a recognized institution;
- Been registered by Engineers Registration Board of Kenya;
- Valid annual practicing license from the Engineers Registration Board of Kenya;
- Management Course not less than four (4) weeks from a recognized institution;
- A valid first Aid certificate from St. Johns Ambulance;
- Demonstrated general administrative ability require for direction, control and implementation of firefighting programs;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

8. SENIOR FIRE SERVICES INSPECTOR – JG “J” ONE (1) POST: REF CPSB/PCD/2018/LA/7/08

Duties and responsibilities

- Inspection of fire equipment;
- Servicing, repairing and maintaining of fire installations;
- Conducting fire investigations;
- Compiling of fire reports;
- Any other duties assigned by the supervisor.

Requirements for Appointment

- Served in the grade of Inspector of fire services or in a comparable and relevant position in the public service for a period of Three (3) years;
- A Diploma in any of the following disciplines: Electrical/Mechanical/chemical Engineering or it is equivalent qualification from a recognized institution;
- A valid first Aid certificate from St. Johns Ambulance;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

9. SENIOR FIRE SERVICES INSPECTOR – JG “H” THREE (3) POSTS: REF CPSB/PCD/2018/LA/7/09

Duties and responsibilities

- Inspection of fire equipment;
- Servicing, repairing and maintaining of fire installations in public institutions like hospitals and schools;
- Conducting fire investigations;
- Compiling of fire reports;
- Any other duties assigned by the supervisor.

Requirements for Appointment

- Be a Kenyan citizen;
- Three (3) years relevant experience;
- A Diploma in any of the following disciplines: Electrical/Mechanical/chemical Engineering or it is equivalent qualification from a recognized institution;
- A valid first Aid certificate lasting not more than one week from St. Johns Ambulance or Kenya Institute of Highway and Building Technology or any other recognized institution;
- Be Physically Fit;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

10. SENIOR FIREMAN – JG “F” THREE (3) POSTS: REF CPSB/PCD/2018/LA/7/10

Duties and responsibilities

- Simple maintenance of firefighting appliances;
- Assisting during emergency cases;
- Assisting In rescue operations;
- Inspection of fire equipment;
- Operating appliances and communication equipments;
- Sitting of fire appliances;
- Any other duties assigned by the supervisor.

Requirements for Appointment

- Be a Kenyan citizen;
- KCSE certificate or its equivalent;
- Two years relevant Experience in fire and disaster/ Crisis Management;
- Certificate in Fire Engineering from a recognized fire training institution or NYS Certificate;
- A valid first Aid certificate lasting not more than one week from St. Johns Ambulance or Kenya Institute of Highway and Building Technology or any other recognized institution;
- Medical certificate from a government doctor;
- Be Physically Fit;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

11. FIREMAN III– JG “E” TWELVE (12) POSTS: REF CPSB/PCD/2018/LA/7/11**Duties and responsibilities**

- Performing specialized functions in preparing and responding to fire/emergency calls in order to ensure loss of life, property or injury as a result of fire is prevented and/or minimized;
- Responding to emergency calls; laying and connecting hose; holding nozzles and directing water streams; raising and climbing ladders; using extinguishers and other equipment;
- Assisting in rescue operations during emergencies;
- Operating appliances and communication equipment;
- Maintenance of equipment in good repair in accordance with county policies and procedures;
- Simple maintenance of firefighting appliances and Inspection of fire equipment;
- Operating appliances and communication equipments;
- Any other duties assigned by the supervisor.

Requirements for Appointment

- KCSE with Fire certificate from a recognized fire training institution or NYS Certificate or KCPE with NYS Certificate;
- A valid first Aid certificate lasting not more than one week from St. Johns Ambulance or Kenya Institute of Highway and Building Technology or any other recognized institution;
- Be aged between 18 and 35 years;

- Physically and medically fit;
- Have no criminal record or pending criminal charges;
- One year relevant experience;
- Medical certificate from a government doctor;
- Be Physically Fit;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

12. ENFORCEMENT OFFICERS– JG “E” NINETY (90) POSTS: REF CPSB/PCD/2018/LA/7/12

Duties and responsibilities

- Day-to-day coordination, monitoring and evaluate of the county’s enforcement programs in assigned section;
- Enforce the County and National legislations/policies in the County;
- Carry out investigation and prosecute the offenders in the court of law;
- Receive and address complaints from customers and Wananchi;
- Adherence to all Mandera County Government policies and procedures as outlined in Mandera policies and procedure manuals;
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mandera County Government and to not jeopardize its core mandate;
- Serve under the overall direction of the supervisor;
- Any other duties a may be assigned by the supervisor.

Requirements for Appointment

- Must be a Kenyan Citizen;
- Kenya Certificate of Secondary Education, minimum mean grade “D-“ (Minus).
- Certificate criminology, security management or related qualification from a recognized institution is added advantage;
- Must be physically and mentally fit;
- Fluency in written and spoken English and Kiswahili;
- Strong organizational skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

N.B

Those who applied for the post of Enforcement Band in our previous Advert need not to apply for the position of Enforcement Officers again.

13. CLERICAL OFFICERS – JG “F” SIXTY (60) POSTS: REF CPSB/PCD/2018/LA/7/13

Duties and responsibilities

- Deployed in various unit in county departments for compiling statistical records;
- Sorting, filing and dispatching letters;
- Maintaining office filing system;
- Processing of HR and other related management issues;
- Computing statistical and record based records;
- Preparing and compiling data;
- Drafting simple letters.

Requirements for Appointment

- Must be a Kenyan Citizen;
- Kenya Certificate of Secondary Education of C- (Minus) and above
OR Posses a Certificate in any of the following disciplines: Human Resource Mngement , Business Administration/Management, Kenya Accounts Technician Certificate (KATC), Information Communication Technology (ICT), Supplies Management, Records Managemnt, Kenya Administration and Management Examination(Kame) or any other approved equivalent qualification from recognized institution;
- Proficiency in computer from a recognized institution;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

N.B

Those who applied for the post of Registry clerk in our previous Adverts need not to apply for the position of Clerical Officers again.

14. ASSISTANT OFFICE ADMINISTRATOR– JG “H” FIFTEEN (15) POSTS: REF CPSB/PCD/2018/LA/7/14

Duties and Responsibilities

- Taking oral dictation; managing e-Office, word and data processing; operating office equipment;
- Attending to visitors/ client: handling telephone calls and appointments;
- Maintaining office diary and travel itineraries;
- Ensuring office security records, equipment and document including classified materials; ensuring security, integrity and confidentiality of data;
- Preparing responses to routine correspondences;
- Establishing and monitoring procedures for records keeping of correspondence and file movement; maintaining an up – to data filing system in the office; managing office protocol and etiquette;
- Managing petty cash; supervising office cleanliness and undertaking any other administrative services duties that may be assigned.

Requirement for appointment

For appointment to this grade, an officer must have;

- Diploma in secretarial studies or bachelor of business and office management from a recognized institution.

OR

Business education single and group certificates’ & GC) STAGES 1, II, and iii from the kenya National examination council in the following subjects;

- a) shorthand iii (minimum 100 w.p.m)
 - b) type writing iii (50 w.p.m) computerized document processing iii
 - c) business English iii /communication ii
 - d) commerce ii
 - e) office practice ii
 - f) office management iii)/office administration and management iii
 - g) secretarial duties ii
- Certificate in public relation in customer care course lasting not less two weeks from Kenya school of government;
 - Certificate in computer application from a recognized institutions ;
 - Have experience as a secretary of one (1) year in a reputable institution or equivalent;
 - Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

15. COHESION AND INTEGRATION OFFICER– JG “K” SIX (6) POSTS: REF CPSB/PCD/2018/LA/7/15

Duties and responsibilities

- Overall coordination of conflict management, cohesion and integration affairs at sub county level;
- Taking lead in implementation of sub counties conflict management, cohesion and integration programs to enhance social cohesion and integration;
- Promote public private partnership in the provision of conflict management, cohesion and integration initiatives at sub county level;
- Preparation and implementation of work plans and budgets for the department at sub county level;
- Preparation of periodic reports of the department at the sub county level;
- Representing the department of conflict management ,cohesion and integration in various stakeholders meetings at sub county level;
- Promote a sense of personal and social responsibility across diverse communities, to advance equality of opportunity for all and inspire communities and citizens to realize their potential;
- Promote community coexistence, diversity while fostering a sense of common ground and good relations between communities;
- Provide advice to county based institutions on all technical issues related to conflict management, cohesion and integration;
- Promote capacity building in conflict management, cohesion and integration at sub county level;
- Perform any other duties that maybe assigned from time to time.

Requirements for Appointment

- Bachelor degree on any of the following; conflict management, social sciences, international relation and disaster management from recognized institutions;
- Computer literate;
- Been a good team leader and excellent interpersonal skills;

- Demonstrate a high degree of professional competence;
- At least 1 years' work experience in conflict management affairs;
- Have the ability to handle pressure, meet tight deadlines and work with minimum or no supervision.
- Strong organizational skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

B. DEPARTMENT OF TRADE, INVESTMENT, INDUSTRIALIZATION AND COOPERATIVE DEVELOPMENT

16. TRADE DEVELOPMENT OFFICER – JG “K” FOUR (4) POSTS: REF CPSB/TICD/2018/LA/7/16

Duties and Responsibilities

- Conduct regular business researches, trade information management and dissemination for effective promotion of trade activities for the trade stakeholders in the county;
- Provide Business Support Services (Business Counseling, Business incubation, Training & Financial services access such Manderu County Trade Development Fund) to MSEs for their growth; with business counseling, training, access to financial services basic entrepreneurial skills needed for business growth for the traders;
- Promotion and enforcement of fair trade practices and protection of consumers in the county;
- Promotion of intra, inter-county and external trade through exhibitions and promotion of local products;
- Implement trade and marketing regulations and policies in the county;
- Capacity building of MSMEs and linkages with other training institutions;
- Identifying market needs for development;
- Inspection of business premises for business trade standardization;
- Promotion of retail and wholesale markets;
- Sensitize and recovering of Manderu county trade development fund loans.

Requirements for Appointment

- Holder of a Bachelor's degree in any of the following disciplines: – Commerce, Business Administration, B.A Economics, International Trade or Business Management from a recognized institution;
- Debt collection skills;
- Minimum 2 years' experience;
- Good planning, organizational, communication and analytical skills;
- Proficiency in computer applications;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

17. COOPERATIVE OFFICER – JG “K” THREE (3) POSTS: REF CPSB/TICD/2018/LA/7/17

Duties and Responsibilities

- Promoting and registering cooperative societies;

- Formulating, coordinating and implementing co-operative development policies on information and communication technology;
- Mainstreaming corporate governance;
- Conducting inspections and inquiries in co-operative societies;
- Coordinating and development programs in co-operative subsector;
- Promoting co-operative ventures and value addition;
- Co-operative marketing and research;
- Carrying out co-operative education and training;
- Promoting and developing of co-operative projects;
- Offering an advisory and extension services to the co-operative movement on development of accounting and management procedures;
- Enforcement of compliance with co-operative legislation;
- Monitoring performance on growth of co-operative sector in the county.

Requirements for Appointment

- Bachelor's degree in any of the following disciplines:- Commerce, Business, Administration, Economics, Co-operative management, Marketing, Entrepreneurship, Management and organizational Development, Finance, Agribusiness or its equivalent qualification from a recognized institution;
- Certificate in computer application from a recognized institution;
- Certificate in supervisory skills and any management course from a recognized institution;
- Good planning, organizational, communication and analytical skills;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

18. COOPERATIVE AUDITOR – JG “K” TWO (2) POSTS: REF CPSB/TICD/2018/LA/7/18

Duties and Responsibilities

- Conducting certification of co-operative societies accounts in order to legitimize their business transactions;
- Carry out on auditing on co-operative accounts at least once in every financial;
- Provide extension services on financial management to the co-operative societies;
- Presentation and interpretation of audited and registered accounts to societies members during their Annual General Meetings;
- Conducting audit compliance inspections in co-operative societies;
- Conducting inquiries and statutory inspections;
- Dealing with co-operative taxation matters on behalf of the co-operative movement;
- Conducting liquidation of co-operative societies.

Requirements for Appointment

- Bachelor Degree in Finance, Commerce or Business Administration from a recognized institution;
- Certified Public Accountants (CPA) Kenya Part III; OR
- Certified Internal Auditors (CIA) Part III from a recognized institution; OR
- A Diploma in Co-operative Audit with 3 years' experience;
- Certificate in computer applications from a recognized institution;

- Working experience from a co-operative society will be an added advantage;
- Good planning, organizational, communication and analytical skills;
- Proficiency in computer applications;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

19. WEIGHT & MEASURE OFFICER – JG “L” ONE (1) POST: REF CPSB/TICD/2018/LA/7/19

Duties and Responsibilities

- Develop a public sensitization schedule to ensure that the public sensitization forum is well coordinated and effectively carried out;
- Ensure that before verification and stamping program is commenced, the necessary legal obligations are compiled as provided in section 27 of the weights and measures Act;
- Receive and analyze all complaints under the weights and measures Act and ensure proper investigation;
- Verify and stamp trader’s weighing and measuring equipment to ensure accuracy of quantities delivered;
- Sensitize on standards so as to create awareness among members of the public and consumers as to the need of using accurate measures;
- Investigate all complaints and prosecution of cores involving weighing, quality and origin of goods;
- Carry out research in specific areas of legal metrology and consumer protection;
- Test samples for research analysis and articles submitted by the stakeholders and interest groups.

Requirements for Appointment

- Bachelor’s degree in physics, metrology, computer science or any other related degree from a recognized university;
- Advanced certificate from the institute of trade standards and administration;
- Five (5) years of service or a comparable position from a recognized institution;
- Knowledge of relevant legislation;
- Knowledge of professional standards;
- Must meet the requirements of chapter six of the constitution;
- Communication skills;
- Interpersonal skills;
- Organizational skills;
- Ability to work under pressure;
- Ability to lead and manage teams;
- Problem solving skills;
- Supervisory skills;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

20. SUB-COUNTY WEIGHT & MEASURE ASSISTANT – JG “H” SEVEN (7) POSTS: REF CPSB/TICD/2018/LA/7/20

Duties and Responsibilities

- Test and stamp mechanical and electrical, weighing and measuring equipment;
- Collect data on verified equipment at traders premises;
- Compile weights and measures reports for analysis;
- Maintain an updated traders database in the assigned region;
- Sample pre-packaged goods for quantitative analysis;
- Give evidence in a court of law on arising cases on infringement of the weights and measures act (cap 513) and trade descriptions act (cap505).

Requirements for Appointment

- Diploma in instrumentation/computer science/legal metrology/engineering (mechanical, electrical/electronic) or a related diploma from a recognized institution;
- Must meet the requirements of Chapter Six of the Constitution;
- Knowledge in computer applications;
- Communication skills;
- Interpersonal skills;
- Organizational skills;
- Ability to work under pressure;
- Ability to work well with teams;
- Problem solving skills;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

21. ASSISTANT COOPERATIVE OFFICER – JG “H” SEVEN (7) POSTS: REF CPSB/TICD/2018/LA/7/21

Duties and responsibilities

- Promoting and registering cooperative societies;
- Formulating, coordinating and implementing co-operative development policies on information and communication technology;
- Mainstreaming corporate governance;
- Conducting inspections and inquiries in co-operative societies;
- Coordinating and development programs in co-operative subsector;
- Promoting co-operative ventures and value addition;
- Co-operative marketing and research;
- Carrying out co-operative education and training;
- Promoting and developing of co-operative projects;
- Offering an advisory and extension services to the co-operative movement on development of accounting and management procedures.

Requirements for Appointment

- Diploma in any of the following disciplines:- Commerce, Business, Administration, Economics, Co-operative management, Marketing, Entrepreneurship, Management and organizational Development, Finance, Agribusiness or its equivalent qualification from a recognized institution;
- Certificate in computer application from a recognized institution;
- Certificate in supervisory skills and any management course from a recognized institution;
- Good planning, organizational, communication and analytical skills;

- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

22. ASSISTANT TRADE DEVELOPMENT OFFICER – JG “H” SEVEN (7) POSTS: REF CPSB/TICD/2018/LA/7/22

Duties and Responsibilities

- Conduct regular business researches, trade information management and dissemination for effective promotion of trade activities for the trade stakeholders in the county;
- Provide Business Support Services (Business Counseling, Business incubation, Training & Financial services access such Mander County Trade Development Fund) to MSEs for their growth; with business counseling, training, access to financial services basic entrepreneurial skills needed for business growth for the traders;
- Promotion and enforcement of fair trade practices and protection of consumers in the county;
- Promotion of intra, inter-county and external trade through exhibitions and promotion of local products;
- Implement trade and marketing regulations and policies in the county;
- Capacity building of MSMEs and linkages with other training institutions;
- Identifying market needs for development;
- Inspection of business premises for business trade standardization;
- Promotion of retail and wholesale markets;
- Sensitize and recovering of Mander county trade development fund loans.

Requirements for Appointment

- Holder of a Bachelor’s degree in any of the following disciplines: – Commerce, Business Administration, B.A Economics, International Trade or Business Management from a recognized institution;
- Debt collection skills;
- Minimum 2 years’ experience;
- Good planning, organizational, communication and analytical skills;
- Proficiency in computer applications;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

23. MARKET ATTENDANT – JG “D” SEVEN (15) POSTS: REF CPSB/TICD/2018/LA/7/23

Duties and Responsibilities

- Collection of Market cess and other revenues;
- Banking of revenue collection on daily basis;
- Surrendering of collection to receiving cashier on daily basis;
- Ensure collection of revenues as per the Finance Act,2015;
- Ensure receipts books are surrendered after completion;
- Perform any other duties that may be assigned by the supervisor.

Requirements for Appointment

- Must possess a minimum qualification of Kenya Certificate of Secondary Education (KCSE);
- At least 1 year work experience;
- Be physically and medically fit;
- Have no criminal record or pending criminal charges;
- Must not present a fake certificate;
- Must show a sense of integrity and honesty;
- Good knowledge of the constitution and County Government Acts is highly preferred;
- Must be ready to work anywhere within Mandera County;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

C. DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES

24. SOCIAL & GENDER DEVELOPMENT OFFICER- JG “K” FOUR (4) POSTS: REF CPSB/GYSS/2018/LA/7/24

Duties and Responsibilities

- Reports to the principal youth gender social services officer;
- Implementing appropriate county departmental policies;
- Ensure timely implementation of activities as directed by the senior officers;
- Assist common interest groups to carry out activities that are related to the department;
- Maintenance and register of community social halls in the county;
- Provide written analysis of social issues in the County, incorporating social analysis of social inclusion and gender equality;
- Ensure that access to social protection, female labour participation, child labour, gender inequalities and women's empowerment issues are taken into account, monitored and reported ;
- Establish and maintain partnerships with development partners in the County;
- Provide support, training and technical assistance to the partners on gender, social and other related topics;
- Ensure gender and social integration in the day today activities;
- Provide support to all departments specific to gender mainstreaming with particular emphasis on helping relevant departments analyze program implications for men and women in the county and ways to address social issues;
- Design and implement trainings for counterpart and partners staffs on gender and social related topics and mainstream, including but not limited to gender awareness and integration, human rights program management, gender inclusiveness towards more efficient and effective county operation;
- Develop periodic reports on gender and social activities;
- Implement monitoring and evaluation systems for the department;
- Perform any other duties that may be assigned by senior officers.

Requirements for Appointment

- Be a Kenyan citizen;

- Be a holder Degree in Arts or Business Administration or social science, Guidance and Counseling or any other related degree from a recognized university;
- Have relevant knowledge experience of not less than three years;
- Must be computer literate;
- Master's degree in relevant field will be an added advantage;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

25. YOUTH OFFICER- JG “K” FOUR (4) POSTS: REF CPSB/GYSS/2018/LA/7/25

Duties and Responsibilities

- Reports to the principal youth gender and social services officer;
- Implementing appropriate county departmental policies;
- Ensure timely implementation of activities as directed by the senior officers;
- Assist common interest groups to carry out activities that youth related in their respective sub-counties;
- Support and coordinate the implementation of youth activities in the County;
- Support promotion and nurturing of youth talents and potential within the county;
- To coordinate youth organizations to ensure youth development activities through structural engagement, collaboration and networking;
- Training and registration of youth groups in the county;
- Implement monitoring and evaluation systems for the department;
- Perform any other duties that may be assigned by senior officers.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder Degree in Arts, Social sciences, Development studies, Project management, Guidance and Counseling or any other related degree from a recognized university;
- Have relevant knowledge experience of not less than three years;
- Must be computer literate;
- Masters degree in relevant field will be an added advantage;
- Certificate in a management course not less than four (4) weeks from a recognized institution;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

D. DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

26. SPORT DEVELOPMENT OFFICER- JG “K” THREE (3) POSTS: REF CPSB/GYSS/2018/LA/7/26

Duties and Responsibilities

- The sub-county sports officer heads the technical wing of the department of sports in the sub-county and is directly answerable to the county director in the department;
- Implementation of Sports programs within the sub-county;
- Create awareness to the public in the Sub-County on sports career paths and development;
- Monitoring and evaluation of sports development programs in the Sub-county;

- Development of Sub-county sports policies, rules and regulations governing the operations of the department;
- Coordinating the development of Sports facilities and equipment;
- Support promotion and nurturing of sports potential within the County;
- Identifying sports talents for further development;
- Promote community development by designing programs and policies that build peoples capacity to resist vices and enhances protective factors;
- Coordinating the sensitization process on the community to participate in sporting activities;
- Play the supervisory roles to the officers under him the department at the sub county level;
- Play a key role in the identification, recruitment, nurturing and development of sports talent at the Sub-county level.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor degree in Social Sociences, Sports science/development studies, Sociology or any other related degree from a recognized University;
- At least three years' relevant experience in public or private sector;
- Ability to build and lead cohesive teams;
- Meet the requirements of Chapter Six of the Constitution of Kenya;
- Problem Solving skills.

E. DEPARTMENT OF INFORMATION COMMUNICATION TECHNOLOGY (ICT)

27. SENIOR PUBLIC COMMUNICATIONS OFFICER- JG “L” TWO (2) POSTS: REF CPSB/GYSS/2018/LA/7/27

Duties and Responsibilities

- Gathering information on programmes and significant events in a specific sectoral area and the impact on customers, and forwarding the same to the head of a Public Communications Unit within a Ministry/Department for dissemination;
- Assisting in the development of communications and media strategy; editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern.
- Responsible for scheduling interviews with Government officials;
- Managing assigned projects/programmes;
- Responsible for proper maintenance of tools like cameras and PA systems;
- Assist in developing media plans, distribute and follow up media releases, book interviews and respond to media request;
- Promote natural values, principles of good governance as outlined in article 10 and 232 of the constitution of kenya;
- Organizing events under the guidance of the head of the Unit/Section.

Requirements for Appointment

- Have served in the grade of Public Communications Officer I or in a comparable and relevant position in the Public Service for a minimum period of two (2) years;
- Have a Bachelor degree in any of the following disciplines : Journalism, Mass Communication, Communication Studies, Public Relations or its approved equivalent qualifications from a recognized institution;
- Possess good oral and written communication skills in both English and Kiswahili;
- Possess advanced computer application skills;
- Have shown merit and ability as reflected in work performance and results;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

28. PUBLIC COMMUNICATIONS OFFICER II- JG “J” THREE (3) POSTS: REF CPSB/GYSS/2018/LA/7/28

Duties and Responsibilities

- Gathering information on programmes and significant events in a specific sectoral area and the impact on customers, and forwarding the same to the head of a Public Communications Unit within a Ministry/Department for dissemination;
- liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer.
- Assisting in the development of communications and media strategy; editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern.
- Responsible for scheduling interviews with Government officials;
- Managing assigned projects/programmes;
- Responsible for proper maintenance of tools like cameras and PA systems;
- Assist in developing media plans, distribute and follow up media releases, book interviews and respond to media request;
- Promote natural values, principles of good governance as outlined in article 10 and 232 of the constitution of kenya;
- Organizing events under the guidance of the head of the Unit/Section.

Requirements for Appointment

- Have served in the grade of Public Communications Officer I or in a comparable and relevant position in the Public Service for a minimum period of one (1) year;
- Have a Diploma in any of the following disciplines : Journalism, Mass Communication, Communication Studies, Public Relations or its approved equivalent qualifications from a recognized institution;
- Possess good oral and written communication skills in both English and Kiswahili;
- Possess advanced computer application skills;
- Have shown merit and ability as reflected in work performance and results;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

F. DEPARTMENT OF LEGAL SERVICES AND COMPLIANCE

29. COUNTY LEGAL OFFICER- JG “N” THREE (3) POSTS: REF CPSB/LSC/2018/LA/7/29

Duties and Responsibilities

- Responsible for advising the county Government on all matters relating to the Constitution, national legislations, county legislations, international law, human rights, consumer protection and legal aid.
- Providing legal advice to the departments.
- Represent the county government in court in any legal proceedings arising from county legislation or any other legislation to which the county government is a party or has interest, other than criminal proceedings.
- Assisting in managing litigations.
- Preparation of affidavits and relevant documents.
- Occasionally attend court to give documents.
- Advising on interaction with law enforcement authorities and recording statements.
- Identifying strategic priority to reduce litigation risk.
- Preparing correspondences.
- Preparing Quarterly reports.

Requirements for Appointment

- Demonstrate administrative and professional competence in work performance at that level;
- Bachelor of law from a recognized University in Kenya;
- Advocate of the High Court of Kenya;
- Diploma in Law from Kenya School of Law;
- Have at least two (2) years' post admission experience in a commercial institution or a busy law firm;
- Knowledge in records of relevant law and professional standards;
- Posses leadership and communication skills;
- Be computer literate;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

G. MINISTRY/DEPARTMENT OF HEALTH SERVICES

30. PHARMACEUTICAL TECHNOLOGIST III - JG "H" TEN (10) POSTS: REF CPSB/HS/2018/7/30

Duties and responsibilities

- Responsible for formulation and execution of pharmaceutical policies and programmes in the provision of curative, promotive, palliative and preventive health care services.
- Dispensing and compounding medicine.
- Verifying and maintaining information relating to the drugs issues to patients
- Ordering and recording of drugs and other supplies.
- Supervising other staff working under him/her.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Diploma in pharmaceutical Technologist from a recognized medical training college or institution.
- Be a registered pharmaceutical Technologist by the pharmacy and poisons Board.
- Computer skills will be added advantage.
- Other requirements as per Scheme of Service for Pharmaceutical Technologist.

31. MEDICAL LABORATORY TECHNOLOGIST III- JG “H” FIFTEEN (15) POSTS: REF CPSB/HS/2018/7/31

Duties and responsibilities

- Offering general diagnostic or other laboratory services in a medical laboratory.
- Offering blood transfusion services.
- Diagnosis of vector –bone diseases.
- Supervision and development of junior staff.
- Performing administrative duties.
- Any other as may be assigned from time to time.

Requirements for Appointment

- Have Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other Institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- Be registered by the Kenya Medical Laboratory Technicians and Technologists Board as a Registered Medical Laboratory Technologists.
- Other requirements as per Scheme of Service for Medical Laboratory Technologists and Technicians.
- Computer skills will be added advantage.

32. RADIOGRAPHER III/II/I - JG “H-K” FOUR (4) POSTS: REF CPSB/HS/2018/7/32

Duties and responsibilities

- Providing Radiographic services to patients
- Processing films.
- Processing ,verifying and maintaining information relating to patients.
- Ordering and maintaining records of radiographic and photographic supplies requirements.
- Supervising other staff working under this position.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Diploma in any of the following; Diagnostic Radiographer/medical Imaging services/ultra sound computerized Tomography/magnetic Resonance imaging

- mammography, Nuclear medicine, Radiation Therapy, Digital imaging or its equivalent from a recognized institution.
- Computer skills will be added advantage.
- Be registered with the association of Radiation Board of Kenya.
- Other requirements as per Scheme of Service for Radiographer.

33. PUBLIC HEALTH OFFICER III - JG “H” TWELVE (12) POSTS: REF CPSB/HS/2018/7/33

Duties and responsibilities

- Coordinates the function of community unit and linkages to health facilities.
- Mobilizing, sensitizing and advising communities on matters relating to environment health, effective referral of case to health facilities, organizing and strengthening community committees and dialogue days and collecting and maintaining to date records and services rendered.
- Identify and provide continuous capacity building activities for community resource persons(CORP).
- Organize community health days.
- Implements sanitation and hygiene standards in the community.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Have a Diploma in Environmental Health Science, public inspection or its equivalent qualification from Kenya Medical Training College or any other recognized institution.
- Certificate of registration from Association of public Health officers and Technician Board.
- Certificate in supervisory skills course lasting not less than two weeks from any other recognized institution.
- Computer skills will be added advantage.
- Other requirements as per Scheme of Service for Public Health Officers.

34. PUBLIC HEALTH OFFICER - JG “K” EIGHT (8) POSTS: REF CPSB/HS/2018/7/34

Duties and responsibilities

- Provide Environmental Health Extension services in the area of
- Deployment;
- Identifying environmental health issues at community level;
- compiling and maintaining upto date records of services rendered;
- Assessing health needs of the community;
- Implementing sanitation and hygiene standards in the community;
- Compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Sensitizing communities on food and water safety measures;
- Compiling data on disease trends.

- Identify and provide continuous capacity building activities for community resource persons(CORP).
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Bachelors Degree in Environmental Health or Public Health or its equivalent qualification from a recognized Institution;
- Certificate of Competence from the Association of Public Health Officers/Certificate of registration from Association of Public Health Officers and Technician Board;
- Certificate in Computer Application Skills from a recognized institution;
- Certificate in supervisory skills course lasting not less than two weeks from any other recognized institution;
- Other requirements as per Scheme of Service for Public Health Officers.

**35. MEDICAL ENGINEERING TECHNOLOGIST III - JG “H” FOUR (4) POSTS:
REF CPSB/HS/2018/7/35**

Duties and responsibilities

- Determine specification of medical equipment to be procured.
- Determine the equipment needs in the facilities.
- Assist in procuring medical equipment and installation.
- Safeguarding and maintaining medical equipment.
- Assist in obtaining spare parts servicing medical equipment in the facilities.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Have a diploma in medical engineering from a recognized institution. OR
- Have an ordinary Diploma in Electrical, Electronics or Mechanical Engineering from a recognized institution and at least a one year (1) certificate in Medical Engineering field from Kenya Medical Training College(KMTTC) or any other recognized institution.
- knowledge of good clinical laboratory practice.
- Be registered with the association of medical engineers of Kenya.
- Other requirements as per Scheme of Service for Medical Engineering Technologist.

**36. NUTRITION AND DIETETICS TECHNOLOGIST III- JG “H” FIVE (5) POSTS:
REF CPSB/HS/2018/7/36**

Duties and responsibilities

- Planning, implementing, monitoring and evaluating specific nutrition therapeutic diets for patients.
- Providing nutrition services in healthcare facilities.
- Conducting nutrition assessments.

- Collecting and compiling nutrition data.
- Providing nutrition health education and demonstrations.
- Counseling of patients with specific nutrition needs.
- Monitoring preparation of therapeutic feeds.
- Implementing outpatient and inpatient supplementary and therapeutic feeding programmers.
- Providing micronutrient supplementation.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Have a Diploma in Community Nutrition and Dietetics from Kenya Medical Training College or recognized institution.
- Other requirements as per Scheme of Service for Community Nutritionists.
- Registered with Kenya Nutrition and Dietetic institute (KNDI).

37. NUTRITION AND DIETETICS OFFICER- JG “K” FIVE (5) POSTS: REF CPSB/HS/2018/7/37

Duties and responsibilities

- Preparing and implementing therapeutic for outpatients and inpatients;
- Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions;
- Treating and counseling patients using specialized dietetic nutritionally modified products;
- Implementing the nutrition and dietetic process including screening;
- Assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- Providing nutrition support in patient management in health care facilities;
- Developing and disseminating nutrition behavior change communication, information, education and communication materials ;
- Implementing nutrition health programmes;
- Collecting and compiling nutrition and dietetic data.

Requirements for Appointment

- Bachelors Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized Institution;
- Registration by the Kenya Nutrition and Dietetic Institute (KNDI);
- Certificate in Computer Application Skills from a recognized institution;
- Other requirements as per Scheme of Service for Community Nutritionists.

38. MEDICAL SOCIAL WORKER III - JG “H” FOUR (4) POSTS: REF CPSB/HS/2018/7/37

Duties and responsibilities

- An officer at this level will be a member of a health team addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement;
- Counseling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy;
- Perform any other related function as directed by the supervisor.

Requirements for Appointment

- Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification;
- Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution;
- Other requirements as per Scheme of Service for Medical Social Worker;
- Registered with the necessary professional body for this cadre.

39. HEALTH ADMINISTRATIVE OFFICER III - JG “H” FOUR (4) POSTS: REF CPSB/HS/2018/7/38

Duties and responsibilities

- An officer at this level may be deployed at a Sub-District Hospital, Rural Health Training Center, Department or a Unit within a large Hospital or to a specific Health Programme;
- The officer will be exposed to various administrative duties which will include procurement, provision and maintenance of facilities and general upkeep of the hospital. The officer will work under supervision of a more senior officer;
- Perform any other related function as directed by the supervisor.

Requirements for Appointment

- Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification with at least a C in English/Kiswahili and Mathematics from a recognized Institution;
- Diploma in any of the following disciplines:- Health Management, Hospital Administration, Business Administration or its equivalent qualification from a recognized institution;
- Other requirements as per Scheme of Service for Health Administrative cadre;
- Registered with the necessary professional body for this cadre.

For more Details concerning the above positions can be accessed from the County website www.mandera.go.ke.

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 **Tuesday, 31st July, 2018** at 4.00p.m. or be **hand delivered to the office of the County Public Service Board at Mandera Vocational Training Centre. 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