



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

DATE: 2nd January, 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.

1. DIRECTOR FOR PUBLIC WORKS - JG “R” ONE (1) POST: REF MCPSB/ADV/2018/12/01

Duties and Responsibilities

- Provides oversight of the Directorate and interprets and oversees compliance with laws, regulations, codes and/or standards;
- Review and formulation construction and engineering services in the department and county government institutions and sites;
- Co-ordination of design, supervision of construction and maintenance of buildings and other public works;
- Reviewing and updating policies, systems and procedures for design in structural engineering services;
- Planning, design, supervision of construction, contracts, materials investigation and research related to buildings and other structures;
- Formulating and reviewing general policies on procurement and maintenance of infrastructure;
- Overall planning, controlling and co-ordination of structural engineering services, designs and implementation;
- Carrying out quality assurance on structural engineering services;
- Approval of consultants designs; and coordinating evaluation and monitoring adherence and compliance with the set commitments and indicators in the departmental performance contract;
- Attend meetings and provide reports to the Chief Officer on a regular basis regarding the progress of individual projects under their responsibilities;
- Review improvement plans prepared by private firms for accuracy, design completeness and conformance to laws and County design criteria;
- Advise the Chief Officer on matters of Public Works;
- Any other related duties that may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor's degree in any of the following disciplines; structural Engineering, Architecture, Quantity survey or any equivalent qualification from a recognized university in Kenya;
- Have relevant knowledge, experience and a distinguished career structural Engineering services of not less than seven (7) in the public service or equivalent in the private sector;
- Master's degree in a relevant field is an added advantage;
- A practicing license from Engineers Registration Board of Kenya;
- Membership to with relevant professional body;
- Attended a management course lasting not less than four (4) weeks from a recognized institution or 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 public works services;
- Demonstrated self-drive and proven leadership;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010.

2. DIRECTOR FOR ROADS & TRANSPORT- JG "R" ONE (1) POST: REF MCPSB/ADV/2018/12/02

Duties and responsibilities

- Identify and prioritize roads/transport infrastructure projects;
- Reconstruction of failed roads, upgrading gravel roads, by-passes, interchanges, bridges, non-motorised etc;
- Design, prepare, BOQs, cost estimates and tender documents;
- Supervise construction works, project management and contract administration;
- Identifying suitable sources of development funds and preparing proposals;
- Prepare section budget plan;
- Section and project reports-monthly, quarterly and annual;
- M & E of annual budget/targets and strategic plan targets;
- Staff supervision and performance management;
- Training needs assessment and planning;
- Corruption detection and control- receive reports, discuss the Chief Officer, investigate and report;
- Implementation of the national transport policy;
- Provision of motor vehicle inspection services; Provision of mechanical (road) and transport services;
- Development and maintenance of county roads;
- Material testing and advice on usage;
- Protection of road reserves;
- Any other related duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a degree in Civil engineering or an equivalent from a recognized university in Kenya;
- Be registered as a practicing Engineer by the Engineers Registration Board in Kenya and a member of the Institute of Engineers of Kenya;
- Have relevant knowledge and experiences or related discipline for not less than seven (7) years in the public service or equivalent in the private sector;
- Demonstrated self-drive and proven leadership;
- Certificate in management or supervisory course lasting not less than Four (4) weeks;
- Certificate in computer applications;
- Thorough knowledge and understanding of the County Government goals;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010;

3. DIRECTOR FOR YOUTH AFFAIRS - JG “R” ONE (1) POST: REF MCPSB/ADV/2018/12/03

Duties and responsibilities

- Director, Youth Affairs will be responsible to the Chief Officer Youth Affairs for administration and coordination of youth development activities and programmes in the Department;
- Reviewing and initiating improvements in the policy framework;
- Preparing, implementing, monitoring and evaluating youth programmes;
- Researching and developing Information systems;
- Liaising with stakeholders and government agencies on programme implementation;
- Coordinating all aspects of Human Resource Management and development and performance management systems of technical and support cadres in the Department;
- Coordinate support programs for targeted youth groups whose lives are at risk as result of their drug abuse;
- Establish and operate rehabilitation centres for drug addicts;
- Engage specific stakeholder groups within society to keep the youth empowerment efforts continuously in motion;
- Run continuous campaigns on youth programs in all the sub-counties;
- Collaborate and coordinate youth empowerment activities in line with national strategy and policies;
- Implementation and review of Youth Policies;
- Mobilization of Youth for economic and social agenda;
- Promotion of Youth Funds and Uwezo Fund;
- Co-ordination and mobilization of Youth for empowerment programmes
- Promotion of youth empowerment projects and programs within the county;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan;

- A Degree in Social Sciences or Business Administration or its equivalent from a recognized university;
- A Master's degree in the relevant field from a recognized university is an added advantage;
- Shown initiative, merit, administrative competence and ability as reflected in work performance in the efficient management of youth development or related programmes;
- At least Seven (7) years' experience in public or private sector;
- Computer literate;
- Been a good team leader and excellent interpersonal skills;
- Demonstrate a high degree of professional competence;
- Have excellent interpersonal skills;
- Have the ability to handle pressure, meet tight deadlines and work with minimum or no supervision;
- Meet the requirements of Chapter 6 of the Constitution of Kenya.

4. DIRECTOR CLIMATE CHANGE JG “R” ONE (1) POST: REF MCPSB/ADV/2018/12/04

Duties and responsibilities

- To help the county advance dialogue and knowledge on climate changes observed and causes;
- Provide analytical support on climate change to the various sector ministries, agencies and county governments;
- Establish and manage a county registry for appropriate mitigation actions by public and private entities;
- Serve as the county knowledge and information management centre for collating, verifying, refining, and disseminating knowledge and information on climate change; Working with Office of the Governor to present in visual evidence like photographs effects and impacts of climate change that locals can identify with;
- In collaboration with other agencies at the national and county government levels:- Identify low carbon development strategies and coordinate related measurement, reporting and verification; Develop strategies and coordinate actions for building resilience to climate change and enhancing adaptive capacity and Optimize the county's opportunities to mobilize climate finance;
- Coordinate adherence to the county's international obligations including associated reporting requirements;
- Coordinate implementation of the gender and intergenerational climate change education, consultation and learning at the national and county governments levels;
- Provide, on instruction of the County Executive Committee Member or Chief Officer , technical assistance based on needs identified by county governments;
- Performing any duties as may be assigned from time to time.

Requirements for Appointment

- Be a citizen of Kenya;
- Bachelor's Degree in any of the following related field:-Environmental studies; Meteorology; Climatology, Arts or social Sciences or Such other relevant field;
- Has at least Seven (7) years' experience in the field relating to climate change management;
- Been a good team leader and excellent interpersonal skills;
- Demonstrate a high degree of professional competence;
- Have excellent interpersonal skills;
- Have the ability to handle pressure, meet tight deadlines and work with minimum or no supervision;
- Meet the requirements of Chapter 6 of the Constitution of Kenya.

5. DIRECTOR ADMINISTRATION (MANDWASCO) - JG "R" ONE (1) POST: REF MCPSB/ADV/2018/12/05

Duties and responsibilities

- An officer at this level will be answerable to the Chief Executive Officer for matters relating to Management and Administration;
- Organisation, direction, control and co-ordination of the functions of administration and public service in the MANDWASCO;
- Assist to ensure all programmes are coordinated and implemented effectively in all areas under MANDWASCO;
- Assist to ensure that administrative issues are handled effectively and promptly;
- Liaison and or management of the disaster management activities;
- Ensure operationalisation of service delivery in all areas under MANDWASCO;
- Handling administrative matters, human resource issues and manage inventories of the administrative tools, equipment and other required assets for the Company;
- Taking part in preparation of the Company plans and budgets;
- Ensure timely, efficiency communication and coordination of administration or service delivery;
- Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- Facilitate training and staff development functions for staff;
- Analyze effectiveness of policies, rules and regulations in the MANDWASCO;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in social sciences, public administration or business administration or its equivalent from a university recognized in Kenya;
- A Master's degree in the relevant field from a recognized university is an added advantage;
- Have knowledge, experience and a distinguished career of not less than seven (7) years in public or private sector;

- Demonstrate a high degree of professionalism and technical competence in work performance and results;
- Satisfy the requirements of Chapter Six of the Constitution.

**6. DIRECTOR ADMINISTRATION (MUNICIPALITY) - JG “R” ONE (1) POST:
REF MCPSB/ADV/2018/12/06**

Duties and responsibilities

- An officer at this level will be answerable to the Municipal Manager for matters relating to Management and Administration;
- Organisation, direction, control and co-ordination of the functions of administration and public service in the Municipality;
- Assist to ensure all programmes are coordinated and implemented effectively in all areas under Municipality;
- Assist to ensure that administrative issues are handled effectively and promptly;
- Liaison and or management of the disaster management activities;
- Ensure operationalisation of service delivery in all areas under Municipality;
- Handling administrative matters, human resource issues and manage inventories of the administrative tools, equipment and other required assets for the Municipality;
- Taking part in preparation of the Municipality plans and budgets;
- Ensure timely, efficiency communication and coordination of administration or service delivery;
- Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- Facilitate training and staff development functions for staff;
- Analyse effectiveness of policies, rules and regulations in the Municipality;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in social sciences, public administration or business administration or its equivalent from a university recognized in Kenya;
- A Master's degree in the relevant field from a recognized university is an added advantage;
- Have knowledge, experience and a distinguished career of not less than seven (7) years in public or private sector;
- Demonstrate a high degree of professionalism and technical competence in work performance and results;
- Satisfy the requirements of Chapter Six of the Constitution.

7. DEPUTY-DIRECTOR FOR YOUTH AFFAIRS - JG “Q” ONE (1) POST: REF MCPSB/ADV/2018/12/07

Duties and responsibilities

- Deputy – Director for youth affairs will be responsible to the Director Youth Affairs for administration and coordination of youth development activities and programmes in the Department;
- Assist in reviewing and initiating improvements in the youth policy framework;
- Assist in preparing, implementing, monitoring and evaluating youth programmes;
- Assist in researching and developing Information systems for youth programs;
- Liaising with stakeholders and government agencies on program implementation;
- Coordinating all aspects of Human Resource Management and development and performance management systems of technical and support cadres in the Department;
- Coordinate support programs for targeted youth groups whose lives are at risk as result of drug abuse;
- Establish and operate rehabilitation centres for drug addicts;
- Engage specific stakeholder groups within society to keep the youth empowerment efforts continuously in motion;
- Run continuous campaigns on youth programs in all the sub-counties;
- Collaborate and coordinate youth empowerment activities in line with national strategy and policies;
- Implementation and review of Youth Policies;
- Mobilization of Youth for economic and social agenda;
- Promotion of Youth Funds and Uwezo Fund;
- Co-ordination and mobilization of Youth for empowerment programmes;
- Promotion of youth empowerment projects and programs within the county;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan;
- A Degree in Social Sciences or Business administration from a recognized university;
- A Master's degree in Social Sciences or MBA from a recognized university is an added advantage;
- Shown initiative, merit, administrative competence and ability as reflected in work performance in the efficient management of youth development or related programmes;
- At least five (5) years' experience in public or private sector;
- Computer literate;
- Been a good team leader and excellent interpersonal skills;
- Demonstrate a high degree of professional competence;
- Have excellent interpersonal skills;
- Have the ability to handle pressure, meet tight deadlines and work with minimum or no supervision;
- Meet the requirements of Chapter 6 of the Constitution of Kenya.

8. DEPUTY-DIRECTOR CIVIC EDUCATION & PUBLIC PARTICIPATION - JG “Q” ONE (1) POST: REF MCPSB/ADV/2018/12/08

Duties and Responsibilities

- Assist the Director on areas concerning guidance and promotion of County Public Participation and Civic Education programs;
- Assist in the overall coordination, management and administration of public participation and civic education;
- Ensure that the broad principles of public participation are institutionalized in every process of county governance;
- Ensure timely access to information, data, documents and other information relevant or related to policy formulation, implementation and oversight to the public;
- Provide approved and authenticated official documents to the public for discussion;
- Ensure reasonable access to the process of formulating and implementing policies, laws, and regulations including the approval of development proposals, projects and budgets, the granting of permits and the establishment of specific performance standards;
- Protect and promote the interest and rights of minorities, marginalized groups and communities and their access to relevant information;
- Institutionalize all the essential enablers of public participation;
- Provide multiple opportunities for public participation;
- Ensure reasonable balance in the roles and obligations of county governance and non-state actors in decision making processes partnership, and to provide complementary authority and oversight;
- Promote Public-Private Partnerships (PPPs), such as joint committees, technical teams and citizen committees to encourage direct dialogue and concerted action on sustainable development;
- Recognize and promote reciprocal roles of non-state actors’ participation and governmental facilitation and oversight; and
- Perform any other duties as assigned from time to time.

Requirement for Appointment

- Be a Kenyan citizen;
- Have a Bachelor’s Degree in Social Science or Business Administration or any other relevant and equivalent qualification from a recognized institution;
- Master’s degree in the relevant area is an added advantage;
- Relevant working experience in the County public service of not less than Five (5) years;
- Demonstrate a high degree of organizational skills in the management of structured events or festivals of high scale;
- Demonstrate thorough understanding of essential pillars of public participation;
- Be conversant with policy formulation and implementation in Public Participation and Civic Education; and
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

9. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT– JG “P” TWO (2) POSTS: REF MCPSB/ADV/2018/12/09

Duties and Responsibilities

- Analysing 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 pension 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 analysing 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

- Bachelor's 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;
- Master's 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 Programmes 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.

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 **Wednesday, 16th January, 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 Certificates/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