



OFFICE OF THE GOVERNOR

P.O.BOX 13-70300 MANDERA

DATE: 26th December, 2018

VACANCIES

Mandera County Government 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 section 58.

**1. CHAIRPERSON, MANDERA COUNTY PUBLIC SERVICE BOARD – ONE (1)
POST: REF GOV/ADV/2018/01**

This position is responsible for leading the county public service board (CPSB), development and implementation of CPSB policies and advising the County Government on human resource development issues.

Duties and Responsibilities

- Provide strategic leadership and policy direction for the County Public Service Board in undertaking its mandate;
- Provide leadership to establish and abolish offices in the County Public Service Board as per the County Government Act, 2012 section 59 (1);
- Appoint persons to hold or act in office of Public County Office including in the boards and committees of urban areas within the county and to confirm appointments;
- Exercise disciplinary control over and remove persons holding or acting in those offices as provided for under this part;
- Promote the County Public Service Board values and principles referred to in article 10 and 232 of the Constitution of Kenya 2010;
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in articles 10 and 232 of the Constitution of Kenya 2010 are complied with in the County Public Service Board;
- Facilitate the development of coherent, integrated Human Resource planning and budgeting for personnel emolument in the county;
- Advise the county government on human resource management and development;
- Advise the county government on implementation and monitoring of the national performance;
- Management system in the county;

- Make recommendations to the Salaries and Remuneration Commission on behalf of the county, government, on the remuneration, pension and gratuities for County Public Service employees; and
- Perform any other relevant duties as per the County Government Act.

Requirements for Appointment

- Be a Kenyan citizen;
- Possesses a minimum qualification of a bachelor's degree from a recognised university and working experience of not less than ten years;
- Must not be a state or public officer;
- Must be a professional, demonstrates absence of breach of the relevant professional code of conduct;
- Understand the diversity within the County;
- Demonstrate a good understanding of the County Government's mandate, vision, mission as well as Vision 2030;
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service;
- Knowledge of the relevant legislations such as the Kenya Constitution ,The County Government Act 2012,Labour Relations Act and The Employment Act, Public Finance Management Act;
- Leadership skills; Communication skills; Interpersonal skills; Organisational skills and Problem solving skills;
- Ability to work under pressure and Ability to build and lead cohesive teams;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

Terms of Service: Contract

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

2. SECRETARY/CEO, MANDERA COUNTY PUBLIC SERVICE BOARD –ONE (1) POST: REF GOV/ADV/2018/02

This position is responsible for the development and execution of the Board's long term strategy; support and meet the demands of the mandate and objectives of the secretariat and ensure proper administration of the secretariat.

Duties and Responsibilities

- Provide leadership to the Secretariat for effective delivery of Board mandate through the mission, vision and strategic plan;
- Oversee management of the finances, preparation and submission of the board's annual plans, programs and estimates;
- Co-ordinate and oversee the administration and management of support functions including procurement and human resources;
- Serve as the principal administrative advisor to the Board;
- Make regular reports for submission to the county assembly on the execution of the functions of the Board;

- Ensure that the Board's Secretariat has appropriate systems to enable it to conduct its activities efficiently, effectively, lawfully and ethically;
- Ensure effective internal controls and management information systems are in place to support the board's operations;
- Serve as the primary spokesperson of the secretariat and representative for the Board and ensure that programs and services are consistently presented in a strong, positive image to relevant stakeholders in accordance with Public Service principles;
- Ensure that the board maintains high standards of corporate citizenship and social responsibility in all environments in which it operates;
- Serve as a custodian of board assets and all legal documents including contracts and instruments under the seal;
- Disseminate decisions of the Board to all organs of county government and other stakeholders;
- Take minutes of all board meetings proceedings in order to record resolutions agreed upon and ensures all minutes are signed after confirmation;
- Plan, arrange and coordinate County Public Service Board meetings to ensure efficient operations of the board;
- Act as a link between the Board and third parties on all relevant matters for the attention to the Board;
- Provide input into the preparation of the Board Budget;
- Budget for personnel emolument in the county;
- Authority to Incur Expenditure (AIE) Holder and Manages imprest; and
- Perform any other relevant duties as per the County Government Act.

Requirements for Appointment

- Be a Kenyan citizen;
- possesses a minimum of a bachelor's degree from a recognised university and working experience of not less than five years;
- Must be a professional, demonstrates absence of breach of the relevant professional code of conduct;
- Certified Public Secretary of good professional standing;
- Member of a relevant professional body (Such as Institute of the Human Resource Management, Certified Public Secretaries of Kenya);
- Must not be a state or public officer;
- Understand the diversity within the County;
- Demonstrate a good understanding of the County Government's mandate, vision, mission as well as Vision 2030;
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service;
- Knowledge of the relevant legislations such as the Kenya Constitution ,The County Government Act 2012,Labour Relations Act and The Employment Act, Public Finance Management Act;
- Leadership skills; Communication skills; Interpersonal skills; Organisational skills and Problem solving skills;
- Ability to work under pressure and Ability to build and lead cohesive teams;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

Terms of Service: Contract

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

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 COUNTY SECRETARY,
P.O. BOX 13-70300,
MANDERA**

Applications should reach the Office of the Governor on or before **Friday, 11th January, 2019** at 5.00p.m and must be **hand delivered to the office of the County Secretary.**

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

Mandera County Government is an equal opportunity employer.

**COUNTY SECRETARY/HEAD OF PUBLIC SERVICE
MANDERA COUNTY GOVERNMENT**