



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

VACANCIES

Date: 27th September, 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.

DEPUTY - COUNTY SECRETARY – JG “S” ONE (1) POST: REF CPSB/LA/2018/09/01

Duties and Responsibilities

The Deputy County Secretary will deputize the County Secretary in taking charge of administration in the County. He/ She will be responsible to the County Secretary for:-

- Arranging the business and keeping the minutes of the executive committee subject to the directions of the County Secretary;
- Conveying decisions of the County Executive Committee to the appropriate persons or authorities;
- Ensuring efficient management of resources and co-ordination of County Government resources;
- Providing strategic policy direction for improved service delivery;
- Developing and implementing an effective performance management system;
- Maintaining effective collaboration and partnerships with other organs of the County Government, the National Government, the private sector and other stakeholders;
- Promoting values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the County;
- Ensuring achievement of the goals and objectives of Kenya Vision 2030 and of other County and Inter-Governmental programs and projects;
- Performing and other functions as directed by the County Secretary.

Requirements for Appointment

- Be a Kenyan Citizen;
- Be in possession of Bachelor’s degree from a University recognized in Kenya;
- Have at least Seven (7) years relevant experience, three (3) years of which should have been in a leadership position or at a management level in Public Service or Private Sector;

- Possess knowledge of the organization and functions of Government;
- Have thorough knowledge of structural, legislative and regulatory framework of the Public Service;
- Demonstrate thorough understanding of County Government/ National goals, policies and developmental objectives including the Kenya Vision 2030;
- Have demonstrable leadership and management capacity including knowledge of financial management and strategic people management;
- Meet requirements of Chapter Six of the Constitution on leadership and integrity; and

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

Applications should reach the County Public Service Board on or before **Friday, 12th October, 2018** at 4.00p.m. or be **hand delivered to the office of the County Public Service Board at Mandera Youth Polytechnic. No Online application will be accepted.**

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 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.

CHAIRMAN
MANDERA COUNTY PUBLIC SERVICE BOARD