



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

P.O. Box 356-70300, MANDERA



DATE: 15th December, 2021

VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the County Departments, as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012.

DEPARTMENT OF PUBLIC SERVICE-DEVOLVED

UNITS

1. DEPUTY SUB -COUNTY ADMINISTRATOR, JOB GROUP 'M'ONE (1) POST

REF MCPSB /MOPSM/2021/12/01

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Help in development of policies and plans;
- Ensure service delivery to the public;
- Carry out developmental activities to empower the community;
- Provision and maintenance of infrastructure and facilities of public services;
- Exercise any functions and powers delegated by the County Public Service Board under section 86 of the County Government Act 2012;
- Facilitation and coordination of citizen participation in the development of policies and plans and delivery of services;
- Help in Coordinating, managing and supervising the general administrative functions in the Sub County unit;
- Any other related duties as may be assigned from time to time by supervisor.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor's degree in social science or equivalent from a recognized university in Kenya;
- A master Degree in the relevant area will be an added advantage;
- A minimum of 4 years' experience in public /private sector;
- Proven management, planning, monitoring and evaluation and report writing skills;
- Must be computer literate in Microsoft package from a recognized institution;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

2. ENFORCEMENT ASSISTANT (II) (BAND OFFICERS) JG "G" ELEVEN (11) POSTS

REF MCPSB /MOPSM/2021/12/02

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Enforcing various county laws and other relevant acts;
- Carrying out regular patrols in the parking areas to ensure orderly parking and traffic management;

- Ensuring law and order in markets and other business premises is maintained; and
- Band performance and music performance.

Requirements for Appointment

- Kenya certificate of education mean grade at least D- (minus);
- Be aged 18-35 years;
- Be physically fit; Must have Initial Paramilitary Training Course held at Dagoretti Training Institute, National Youth Service or other recognized relevant training/institutions;
- Must be holder of certificate in band or music from any recognized institution;
- Have a Certificate of Good Conduct from the Directorate of criminal investigations;
- Demonstrated merit and shown ability as reflected in work performance and results;
- Meet the requirements of the Chapter Six of the Constitution of Kenya.

DEPARTMENT OF ROADS AND PUBLIC WORKS-RE-ADVERTISEMENT

3. MECHANICAL ENGINEERS, JG “M” TWO (2) POSTS

REF MCPSB /MORTPW/2021/12/03

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Develop drawings and design using AutoCAD Program from steel and other materials;
- Prepare drawings and designs for fabrications;
- Maintaining safe operations by adhering to safety trouble shooting process;
- Document actions by completing production and quality logs;
- Supervise both man power and allocated projects in the workshop where required;
- Develop sheet metal bending designs;
- Utilize computer based program to develop two and three dimensional work for the final projects;
- Ability to utilize and willingness to learn mechanical language in developing designs;
- Any other related duties as may be assigned from time to time by supervisor.

Requirements for Appointment

- Be a Kenyan citizen;
- Degree in mechanical engineering from a recognized University;
- Have at least 1- 2 years working experiences preferably in steel company;
- Knowledge in steel bending an added advantage;
- Able to prioritize, organize and work under pressure;
- Capacity to work under pressure to meet strict deadlines;
- Satisfy the requirement of Chapter Six of the Constitution.

4. QUANTITY SURVEYOR, JG “M” ONE (1) POST

REF MCPSB /MORTPW/2021/12/04

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Evaluation and reporting on contractual claims from contractors, checking valuations for payments to contractors, resolutions of disputes on cases requiring litigations or arbitrations;

- Responsible for cost information's services, control and implementation of tendering and procuring procedures for construction projects, preparation of cost hand books, handling correspondence, reports and paper on policy matters;
- Preparation of cost estimates, bills of quantities; monthly valuation on sites; site measurements; preparation of variation orders and final accounts involving the implementation of development projects for the county;
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Have experience in the public services /private sector for at least 1- 2 years.
- A Bachelor of Arts degree in building economics /quantity surveying or its equivalent from an institution recognized in Kenya.
- Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying functions.
- Satisfy the requirement of Chapter Six of the Constitution.

5. ROAD SURVEY ASSISTANT/COUNTY ROAD SURVEY ASSISTANT

JG "J" ONE (1) POST

REF MCPSB /MORTPW/2021/12/05

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Implementation of survey and adjudication and settlement, management strategies and policies;
- Carry out topographical surveys;
- Implementation of sound survey, mapping and Geographical Information System (GIS) management;
- Search legal records and land titles to obtain information on property boundaries;
- Conduct survey to establish legal boundaries for properties, based on legal deeds and titles;
- Prepare and maintain accurate sketches, maps, reports and legal description of surveys;
- Prepare and verify accuracy of all data, charts, maps, records and documents related to survey;
- Compute geodetic measurements and interpret survey data to determine positions, shapes and evaluation of geomorphic and topographic features;
- Co-ordinate with engineering and architectural personnel concern with the projects;
- Any other duties relevant to the specialization as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Kenya certificate Secondary Education or its equivalent qualification from recognized institution;
- A diploma in surveying or geometric/geospatial engineering from a recognized university;
- Have at least 1- 2 years' experience in public or private sectors;
- Demonstrated experience and understanding in various types of survey;
- Well-developed computer literacy skills (knowledge and application of GIS);
- Capacity to work under pressure to meet strict deadlines;
- Meet the requirements of the Chapter Six of the Constitution of Kenya

**6. SUPERINTENDING SURVEYOR/COUNTY ROAD SURVEYOR JG “M” ONE (1) POST
REF MCPSB /MORTPW/2021/12/06**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Implementation of survey and adjudication and settlement, management strategies and policies;
- Carry out topographical surveys;
- Implementation of sound survey, mapping and Geographical Information System (GIS) management;
- Search legal records and land titles to obtain information on property boundaries;
- Conduct survey to establish legal boundaries for properties, based on legal deeds and titles;
- Prepare and maintain accurate sketches, maps, reports and legal description of surveys;
- Prepare and verify accuracy of all data, charts, maps, records and documents related to survey;
- Compute geodetic measurements and interpret survey data to determine positions, shapes and evaluation of geomorphic and topographic features;
- Co-ordinate with engineering and architectural personnel concern with the projects;
- Any other duties relevant to the specialization as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Kenya certificate Secondary Education or its equivalent qualification from recognized institution;
- A degree in surveying or geometric/geospatial engineering from a recognized university;
- Have at least 1- 2 years’ experience in public or private sectors;
- Demonstrated experience and understanding in various types of survey;
- Well-developed computer literacy skills (knowledge and application of GIS);
- Capacity to work under pressure to meet strict deadlines;
- Meet the requirements of the Chapter Six of the Constitution of Kenya

**7. QUALITY CONTROL (LAB) TECHNICIAN, JG “G” ONE (1) POST
REF MCPSB /MORTPW/2021/12/07**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- In-charge of Quality Control for on-going Road Construction projects within the County.
- Prospecting of Construction Materials Sites.
- Carry out Geo-Technical Investigations and Laboratory Testing of Road Works.
- Administration of the Laboratory and Keeping Inventory of Laboratory Equipment and monitor performance Laboratory equipment.
- Analyzing of Laboratory Test Results, Compilation and Reporting of Quality Control Results.
- Any other duties relevant to the specialization as may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Kenya certificate of secondary education (KCSE) or equivalent qualification from a

recognized institution;

- Holder of certificate in Civil Engineering from a Recognized Technical Institution OR Certificate in Grade test in material control and testing
- Have at least 1- 2 Years working experience in a busy Central Laboratory or a Construction Laboratory;
- Must have worked as a Laboratory In-charge for a Minimum of 1 years;
- Proficiency in relevant computer applications.
- Meet the requirements of the Chapter Six of the Constitution of Kenya

HOW TO APPLY

Interested applicant should fill in Mandera County employment application form and attach copies of Certificates, Testimonials and Identity card. The Form can be downloaded from Mandera County Website www.mandera.go.ke or obtained from Mandera County Public Service Board office.

No online application will be accepted. Mandera County Public Service Board is an equal opportunity employer and corruption free entity.

Incomplete application form will not be accepted and giving false information in the application form will lead to automatic disqualification. The Board will not accept any other form of application except Mandera County Government employments application form.

Applications should reach the County Public Service Board **on or before 5th January, 2022 at 4.00pm.**

Application should be submitted in a sealed envelope clearly marked on the left side the position applied for and vacancy number and;

Addressed to:

The Secretary,

Mandera County Public Service Board,

P.O. Box 356-70300, Mandera