



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD



P.O. Box 356-70300, MANDERA

DATE: 18th December, 2020

VACANCY ANNOUNCEMENT

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

1. MECHANICAL ENGINEERS, JG “M” TWO (2) POSTS **REF MCPSB /MORTPW/2021/12/01**

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.

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

REF MCPSB /MORTPW/2021/12/02

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Co-ordination of the review and updating of policies systems and procedures for design and installation of electronics;
- Formulation and review of general polices on procurement of spare parts to ensure efficiency in repair and maintenance of all equipment and plant;
- Carry out quality assurance of electrical /electronic;
- Co-ordinate the evaluation and monitoring adherence and compliance with the set commitments and indicators in the department performance contract;
- Approval of the consults designs and be responsible for the overall planning, controlling and co-ordination of electrical/electronic engineering services, designs, installation and maintenance.
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- A Bachelor of Science, degree in Electrical Engineering or comparable qualification from a recognized university;
- Have at least 1-2 years’ experiences in public or private sectors;
- Have a high degree of professional competence, administrative capacity and leadership qualities required for effective planning direction, control and coordination of technical projects;
- Demonstrated general administrative ability required for direction, control and implementation of Electrical Engineering programs and;
- Have a thorough understanding of national goals, policies and development objectives;
- Satisfy the requirements of chapter six of the constitution.

3. QUANTITY SURVEYORS, JG “M” TWO (2) POSTS

REF MCPSB /MORTPW/2021/12/03

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 Appointments

- Be a Kenyan citizen;
- Have experiences 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.

4. STRUCTURAL ENGINEERS, JG “M” TWO (2) POSTS

REF MCPSB /MORTPW/2021/12/04

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Structural Engineer has to choose appropriate materials such as concrete, steel, timber and masonry to meet desired specification;
- Inspecting the work and advising the construction team;
- Analysing configurations of the basic structural component of a building;
- Calculating the pressures stresses and strains that each component, such as beam or lintel will experience from other parts of the structure due to usage;
- Liaising with other designers to agree on safe designs and their fit with aesthetic concept of construction. Making drawings, specification and computer models of structure for building;
- Working with architect, quantity surveyor and other technical engineers to investigate ground conditions;
- Prepare reports, designs and drawings;
- Providing technical advice and managing projects;
- Inspecting properties to check conditions/foundation.
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Degree in structural engineering /building/construction/civil engineering or any other related field from a recognized University;
- Have at least 1- 2 years’ experience in public or private sectors;
- Good management skills;
- Leadership and supervisory skills;
- Capacity to work under pressure to meet strict deadlines;
- Meet the requirements of the Chapter Six of the Constitution of Kenya.

5. ARCHITECT, JG “M” TWO (2) POSTS

REF MCPSB /MORTPW/2021/12/05

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Perform architectural duties and managing architectural projects definition through completion of construction;

- Develop concepts and designs for buildings, interpretation of standards, coordinating and consulting with engineering specialties and participating in design and site meetings;
- Monitoring project compliance by maintaining a variety of records, reports, plans and files on work projects and evaluating progress of engineering projects as set out in line with the plan;
- Review field data, providing construction support services, and investigating existing site conditions by conducting periodic on site observation of construction works, reviewing construction submittal and request for information preparing specifications, working drawings, bid documents, and estimates and presentations of drawings and models;
- Review and evaluate designs prepared by other agencies or private contractors/consultants by ensuring adequacy, completeness economy and compliance with design criteria, design standards applicable codes and maintainability;
- Assist in the interpretation of architectural and engineering design standards established by local jurisdiction by conducting codes and regulation research.
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointments

- Be a Kenyan citizen;
- Have Bachelor of Architecture from a recognized university;
- Have at least 1- 2 years' experiences in a public or private sectors. Have a technical knowledge of Architectural project delivery;
- Demonstrate skills on the areas of design, presentation and technical skills;
- Proficiency with Auto CAD and Archicad;
- Computer literacy using Microsoft office products and presentation software;
- Capacity to work under pressure to meet strict deadlines;
- Satisfy the requirements of chapter six of the constitution;

6. PRINCIPAL ARCHITECTURAL ASSISTANT, JG “J” TWO (2) POSTS REF MCPSB /MORTPW/2021/12/06

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Prepare detailed technical working drawings on architectural and engineering projects as directed by the Architect or Engineers in the County;
- Establishing liaison with Architects and Engineers in order to understand the nature of the project;
- Create manual and computer based two and three dimensional drawings according to the requirements of the client;
- Responsible for the visual representation of the building or the structure for the client;
- Remain in touch with the architects and engineers in order to add to the value of the work or add aesthetic value to the sketches;
- Incorporate changes or modifications according to the suggestions of the architect or the engineer.
- Put thoughts into action as far as making drawings are concerned;
- After the completion of the initial sketches, the draughtsman should present them to the architect for appropriate implementation.
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- A diploma in Architect from a recognized Institution;
- Have work experiences in the public services /private sector for at least 1-2 years;
- Have a technical knowledge of Architectural project delivery;
- Demonstrate skills on the areas of design, presentation and technical skills;
- Proficiency with Auto CAD and Archicad;
- Computer literacy using Microsoft office products and presentation software;
- Capacity to work under pressure to meet strict deadlines.
- Meet the requirements of the Chapter Six of the Constitution of Kenya.

7. QUANTITY SURVEYOR ASSISTANT, JG “J” TWO (2) POSTS

REF MCPSB /MORTPW/2021/12/07

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 Appointments

- Be a Kenyan citizen;
- Kenya Certificate Secondary Education or equivalent qualification from recognised Institution
- A Diploma in building economics /quantity surveying or its equivalent from and relevant qualifications an institution recognized in Kenya;
- Have work experiences in the public services /private sector for at least 1-2 years;
- 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.

8. ELECTRICAL TECHNICIAN, JG “H” TWO (2) POSTS

REF MCPSB /MORTPW/2021/12/08

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Diagnose malfunctioning system, apparatus and components, using test equipment and hand tools to locate the cause of o breakdown and correct the problem;

- Advise management on whether continued operation of equipment could be hazardous;
- Assemble, install test and maintain electrical or appliances electronic wiring and equipment;
Maintain proper documentation of all IT equipment including system profiles, warranties and IT stock/accessories and assist logistics staff in inventory and tracking of electrical assets;
- Assist in identifying specification, relocation and assembly of any equipment including computers, printers' accessories and satellite system in the entire County as required;
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mandera County;
- Identifies defects and makes report for improvement;
- Carries out regular building inspection and recommends maintenance activities where necessary;
- Assist in data collection tender document preparation; and
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Kenya Certificate of Secondary Education or equivalent Qualification from recognised institution
- Holder of Diploma in electrical/electronic Engineering or its equivalent from a recognized institution;
- At least 1-2 years' experience in public or private sector;
- Knowledge of tools equipment, and material common to electrical trade;
- Knowledge of applicable electrical codes, standards and regulation;
- Knowledge of electrical application for high and low voltage electric system;
- Skill in the installation repair and maintenance of all types of electrical equipment and components;

9. BUILDING INSPECTORS, JG "H" TWELVE (12) POSTS

REF MCPSB /MORTPW/2021/12/09

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Inspect Building maintenance and construction works;
- Be able to interpret engineering and architectural drawings, comparing their details with work on site;
- Checking minor repairs and alteration of existing buildings;
- Compiling site weekly reports and monitoring work progress;
- Supervision of artisans carrying out maintenance;
- Control usage of materials on site;
- Identifies defects and makes report for improvement;
- Carries out regular building inspection and recommends maintenance activities where necessary;
- Assists in data collection tender document preparation.
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Kenya certificate of secondary education (KCSE) or equivalent qualification from a recognized institution;
- Holder of Diploma in Building, Mechanical, Quantity Surveyor, Architect, Electrical, Structural and Civil Engineering/ or its equivalent from an institution recognized in Kenya;
- Have at least 1-2 years' experience in public or private sectors;
- Proficiency in relevant computer applications.

10. ADMINISTRATIVE OFFICERS III, /LOGISTIC OFFICERS JG “H” FIVE(5) POSTS: REF MCPSB /MORTPW/2021/12/10

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Implement government administrative programs effectively in the departments;
- Ensure all offices are opened and locked up securely after completion of the business of the day;
- Ensure distribution of newspapers and periodicals to entitled officers;
- Coordinate and facilitate meetings and meeting venue preparation for various committees and teams;
- Maintain an inventory of departmental assets as per policy;
- In liaison with HR, process payment for casual workers;
- Prepare required departmental reports and submit them in a timely manner;
- Handle day-to-day transport and logistical matters on behalf of management;
- Help coordinate preparation and distribution of minutes of meetings involving the department.
- Electronically monitor all vehicles movement
- Maintain all electronic fleet related records and documents and ensure safety of County vehicles.
- Recommend and implement a viable Fleet management system for reporting and internal control records.
- Recommend and ensure drivers' training and related re-certifications.
- Generate and submit regular comprehensive reports from the Fleet management system.
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Kenya Certificate of secondary Education or equivalent qualification from recognized Institution
- Diploma in any of the following disciplines public administration, Business administration, or any other Social science courses from recognized institutions;
- Computer Package Literacy;
- Communication Skills;

- Meet the requirements of chapter six of the constitution of Kenya 2010.

11. CIVIL ENGINEERS, JG “M” THREE (3) POSTS

REF MCPSB /MORTPW/2021/12/11

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Assist in preparation of tender documents for road maintenance projects;
- Assist in carrying out studies in maintenance works and collect data to be used in further maintenance works;
- Assist in undertaking feasibility studies for new road maintenance work;
- Make site visits and report progress of work;
- Assists in carrying out road maintenance inspection and prepares progress report and recommendation. Prepares periodic report;
- Assists in raw data collection and traffic flow;
- Assists in design work (road and structures);
- Participates in the evaluation of tenders;
- Assists in supervision of consultants and contractors;
- Any other duties relevant to the specialization as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- A Bachelor of Science degree in Civil Engineering or comparable qualification from a recognized university and Served for a minimum period of one year as Engineer (works);
- Have at least 1- 2 years of experience in public or private sectors;
- Have a high degree of professional competence, administrative capacity and leadership qualities required for effective planning direction, control and coordination of technical projects;
- Demonstrated general administrative ability required for direction, control and implementation of Civil Engineering programmes and;
- Have a thorough understanding of national goals, policies and development objectives;
- Satisfy the requirements of chapter six of the constitution.

12. ROAD SURVEY ASSISTANT, JG “J” ONE (1) POST

REF MCPSB /MORTPW/2021/12/12

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 recognised 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

13. ROAD INSPECTORS, JG “H” THREE (3) POSTS REF MCPSB /MORTPW/2021/12/13

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Inspect road maintenance and construction works;
- Identifies defects and makes report for improvement;
- Carries out regular road inspection and recommends maintenance activities where necessary;
- Assists in data collection tender document preparation;
- Evaluation of tender documents;
- Preparation of BQs (Bill of Quantity) and engineer estimate;
- Supervision and assigning of duties to Road Overseers;
- Preparation and monitoring of work programs for the Ministry;
- Carrying out annual road condition and inventory survey (ARCIS).
- 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 Diploma in civil Engineering or its equivalent from an institution recognized in Kenya;
- Have at least 1-2 years of experience in public or private sectors;
- Proficiency in relevant computer applications.
- Meet the requirements of the Chapter Six of the Constitution of Kenya

14. ROAD OVERSEERS, JG “G” THREE (3) POSTS

REF MCPSB /MORTPW/2021/12/14

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Assisting in preliminary design, supervision of construction, rehabilitation and maintenance of classified and unclassified roads;
- Prepare road works programs;
- Assisting in the selection and location of suitable materials;
- Maintaining log sheet, returns, master rolls and daily activity records;
- Assisting in preparation of progress reports;
- Assists in tender document preparation;
- Carries out monthly and annual report.
- 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 road Overseer works i.e. Road construction and project management;
- Have at least 1-2 years’ experience in public or private sectors;
- Proficiency in relevant computer applications.
- Meet the requirements of the Chapter Six of the Constitution of Kenya

15. QUALITY CONTROL (LAB) TECHNICIAN, JG “G” ONE (1) POST

REF MCPSB /MORTPW/2021/12/15

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.
- Analysing 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 Site 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

DEPARTMENT OF GENDRE AND SOCIAL SERVICES

16. DIRECTOR GENDER AND SOCIAL SERVICE, JOB GROUP ‘R’ ONE (1) POST REF MCPSB /MOGSS/2020/12/16

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Implementing policy and legislation framework for gender development in the county
- Management, planning, coordination and administration of gender and social service in the county
- Integrate gender and social service programs, capacity building of communities to participate in development project and involve women and vulnerable groups and activities that promote their welfare;
- Coordinate and monitor the thirty percent affirmative action on gender representation and in socio economic development
- To coordinate the provision of alternative financial support through other funding sources like women enterprise fund(WEF)
- Coordinate and monitor the promotion of awareness on harmful culture practice such as female genital mutilation(FGM) and gender based violence(GBV)
- Plan and implement program related to gender and social development affairs
- Maintained records and lists of all gender, marginalized groups and social development related activities within the county
- Promote community participation and inter-county gender and social-development related activities.
- Formulate budget proposals and expenditure controls
- Interpret and implement the departmental strategic plan and medium term plan
- Monitor and evaluate project
- Promote research on gender and social development
- Any other related duties that may be assigned from time to time by the supervisor

Requirements for appointment

- Be a citizen of Kenya
- Bachelor’s degree in social Science or equivalent from recognized University in Kenya
- Have relevant knowledge, experience and a distinguished career of not less than seven (7) year, of which three should be at a senior managerial position in the public service or equivalent in the private sector
- A relevant master’s degree will be an added advantage
- Demonstrated general administrative ability required for direction, control and implementation of gender
- Meet the requirement of Chapter six of the constitution of Kenya

**17. DEPUTY/DIRECTOR GENDER AND SOCIAL SERVICE, JOB GROUP ‘Q’ ONE (1)
POST**

REF MCPSB /MOGSS/2020/12/17

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Implementing policy and legislation framework for gender development in the county
- Management, planning, coordination and administration of gender and social service in the county
- Integrate gender and social service programs, capacity building of communities to participate in development project and involve women and vulnerable groups and activities that promote their welfare;
- Coordinate and monitor the thirty percent affirmative action on gender representation and in socio economic development
- To coordinate the provision of alternative financial support through other funding sources like Women Enterprise Fund(WEF)
- Coordinate and monitor the promotion of awareness on harmful culture practice such as Female Genital Mutilation(FGM) and Gender Based Violence(GBV)
- Plan and implement program related to gender and social development affairs
- Maintained records and lists of all gender, marginalized groups and social development related activities within the county
- Promote community participation and inter-county gender and social-development related activities.
- Formulate budget proposals and expenditure controls
- Interpret and implement the departmental strategic plan and medium term plan
- Monitor and evaluate project
- Promote research on gender and social development
- Any other duties that may be assigned from time to time

Requirements for appointment

- Be a citizen of Kenya
- Bachelor's degree in social science or equivalent from University recognized in Kenya
- Have relevant knowledge, experience and a distinguished career of not less than five (5) years, of which two should be at a senior managerial position in the public service or equivalent in the private sector
- A relevant master's degree will be an added advantage
- Demonstrated general administrative ability required for direction, control and implementation of gender
- Meet the requirement of Chapter six of the constitution of Kenya

18. SOCIAL & GENDER DEVELOPMENT OFFICERS, JOB GROUP 'K' FOUR (4) POST REF MCPSB /MOGSS/2020/12/18

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Implementing appropriate county departmental policies;
- Ensure timely implementation of activities as directed by the senior officers;
- 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 labor participation, child labor, 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 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 training 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 from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor Degree in Business Administration , Guidance and Counseling or any other related social science degree from a recognized university;
- Have relevant knowledge experience of 1-2 years in public or private sector
- Must be computer literate;

- Meet the requirements of Chapter Six of the Constitution of Kenya.

DEPARTEMNT OF LAND, HOUSING AND PHYSICAL PLANNING

19. DIRECTOR ADMINISTRATION–JG “R” ONE (1) POST:

REF MCPSB /MOLHP/2020/12/19

Terms of service –permanent and pensionable

Duties and responsibilities

- Organizing , directing , controlling and coordinating of the functions of administration and public service in the County Department ;
- Assist to ensure all programmes are coordinated and implemented effectively in all areas under direction of the County Chief Officer
- Assist to ensure that administrative issues are handled effectively and promptly;
- Ensure operationalization of service delivery in departments in the County;
- Handling administrative matters, human resource issues and manage inventories of the administrative tools, equipment and other required assets for the Department;
- Taking part in preparation of 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 Ministry;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of first degree in social sciences, 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 ten (10) years of which five in senior management position in public or private sector;
- Senior management course and strategic leadership from recognized institution will be added advantage
- Satisfy the requirements of Chapter Six of the Constitution.

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 8th January, 2021 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