



COUNTY GOVERNMENT OF MANDERA



MANDERA COUNTY
PUBLIC SERVICE BOARD

COUNTY PUBLIC SERVICE BOARD

P.O. Box 356-70300, MANDERA

SECRETARY
P. O. Box 356-70300 MANDERA

Date: 20th August, 2024

VACANCY ANNOUNCEMENT

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

1. DIRECTOR LIAISON-, JG 'R'ONE (1) POST

REF MCPSB /OOG/2024/08/01

Terms of service – Contract terms of three (3) years

Duties and responsibilities

- Coordination of liaison matters for efficient engagement with officials from the Governments, development partners and including officials from diplomatic missions.
- Ensure that relations with other Governments and international organizations are carried out accordance with standard liaison practices
- Liaise the management and overall supervision of Liaison Office
- Initiating, Interpreting, implementing and reviewing administrative policies, strategies, procedures and Programme in the liaison office;
- Coordinating, managing and supervising the general administrative functions in the liaison office;
- Coordinating public service reforms an overseeing service delivery in the liaison office;
- Overseeing development Programme and project to empower the community;
- Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- Facilitating intra and inter-governmental relations and conflict resolution;
- Overseeing safe custody of county government assets at the liaison office;
- Coordinating and liaising with other directorates and departments in the county;
- Ensuring compliance with legal, statutory and regulatory requirements;
- Coordinating the development and implementation of the departmental strategic plan;
- Ensuring the development and review of the departmental annual work plans and budgets;
- Managing performance at the liaison office;

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- Ensuring compliance with principles and values of good management of departmental assets and finances; and
- Overall management and development of staff.

Requirements for Appointment

- Be a Kenyan Citizen;
- Have at least eight (8) years relevant working experience in a comparable and relevant position in the public service or private sector; three (3) of which must be at a senior management position in the public service or equivalent in the private sector.
- Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration/management; Community Development or any other Social Sciences Degree from recognized institution;
- Master degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Science from recognized institution will be an added advantage.
- Certificate in strategic leadership development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution will be an added advantage
- Certificate in computer application from a recognized institution;
- Satisfy chapter six (6) of the constitution;

2. DEPUTY DIRECTOR LIAISON-, JG 'Q' ONE (1) POST

REF MCPSB /OOG/2024/08/02

Terms of service – Contract terms of three (3) years

Duties and Responsibilities

- Deputies the director in undertaking his/her functions
- Help in Coordination, management of the general administrative functions in the liaison office;
- Help in Development of policies and plans; service delivery; developmental activities to empower the community;
- Provision and maintenance of infrastructure and the facilities of public services in the county public service;
- Help in Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services;
- Assisting in policy formulation, management of Government resources, assets and



- general office support services;
- Facilitating day to day operations of the liaison office;
- Assisting in handling general public complaints and customer care issues.

Requirements for Appointment

- Be a Kenyan Citizen;
- Have at least seven (7) years relevant working experience in a comparable and relevant position in the public service or private sector; three (3) of which must be at a senior management position in the public service or equivalent in the private sector.
- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences degree from recognized institution;
- Master degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social science from recognized institution will be an added advantage.
- Certificate in strategic leadership development programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution will be an added advantage
- Certificate in computer application from a recognized institution; and
- Satisfy chapter six (6) of the constitution.

3. ASSISTANT DIRECTOR LIAISON-, JG 'P' ONE (1) POST

REF MCPSB /OOG/2024/08/03

Terms of service – Contract terms of three (3) years

Duties and Responsibilities

- Help in coordinating the management of administrative functions at the Liaison office;
- Assist in development of policies and plans; service delivery at the liaison office;
- Help in Developmental activities to empower the community;
- Help in maintenance of infrastructure and the facilities of public services;
- Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.
- Assist in policy formulation at the liaison office;
- Management of Government resources, assets and general office support services;
- Facilitating day to day operations of the liaison office and communication between



sections and units within departments; and

- Assisting in handling general public complaints and customer care issues and supervising staff.

Requirements for Appointment

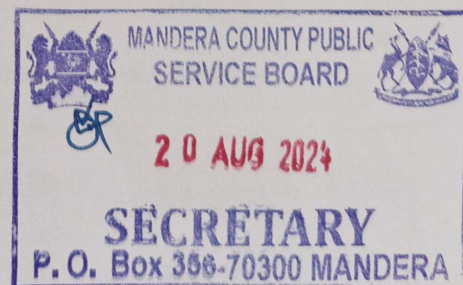
- Be a Kenyan Citizen;
- Have at least six (6) years relevant working experience in a comparable and relevant position in the public service or private sector; two (2) of which must be at a senior management position in the public service or equivalent in the private sector. Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences Degree from recognized institution;
- Master degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social science from recognized institution will be an added advantage.
- Certificate in computer application from a recognized institution;
- Satisfy chapter six (6) of the constitution.

4. ASSISTANT DIRECTOR ADMINISTRATION SERVICES, JG 'P' ONE (1) POST REF MCPSB /OOG/2024/08/04

Terms of service – Contract terms of three (3) years

Duties and Responsibilities

- Coordinate, manage and supervise the general administrative functions in the department;
- Assist in development of policies and plans for service delivery and activities to empower the community;
- Provision and maintenance of infrastructure and the facilities of public services;
- Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.
- Management of Government resources, assets and general office support services;
- Facilitating day to day operations of a department and communication between sections and units within departments; and
- Assisting in handling general public complaints and customer care issues.



Requirements for Appointment

- Be a Kenyan Citizen;
- Have at least six (6) years relevant working experience in a comparable and relevant position in the public service or private sector; two (2) of which must be at a senior management position in the public service or equivalent in the private sector.
- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences Degree from recognized institution;
- Master degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social science from recognized institution will be an added advantage
- Certificate in compute application from a recognized institution;
- Satisfy chapter six (6) of the constitution.

5. ADMINISTRATION OFFICERS I, JG 'K' TWO (2) POSTS

REF MCPSB /OOG/2024/08/05

Terms of service –Contract terms of three (3) years

Duties and responsibilities:

- Assisting in policy formulation, management of Government resources, assets and general office support services;
- facilitating day to day operations of a department and communication between sections and units within departments; and
- Assisting in handling general public complaints and customer care issues and supervising staff. Developmental activities to empower the community;
- Provision and maintenance of infrastructure and the facilities of public services;
- Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.

Requirements for Appointment

- Bachelor degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences Degree from recognized institution;
- At least two (2) years' experience from public or private sector organization
- Certificate in computer application from a recognized institution;



6. ASSISTANT ADMINISTRATION OFFICERS (ADMINISTRATORS I,) JG'H', TWO (2) POSTS

Terms of service –Contract terms of three (3) years

Duties and responsibilities:

- Providing input in organizing public participation awareness.
- Coordinating the general administrative functions in the department,
- Assisting in development of policies and plans; service delivery;
- Developmental activities to empower the community; the provision and maintenance of infrastructure and facilities of the public service; the county public service;
- Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services.

Requirements for Appointment

- Diploma in any of the following disciplines: - Public Administration; Business Administration; Community Development or any other Social Sciences Diploma from recognized institution.
- At least two (2) years' experience in a relevant and related capacity
- Certificate in computer application from a recognized institution.
- Demonstrated merit and ability as reflected in work performance and result.

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 4th September, 2024 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

