

**REPUBLIC OF KENYA**



**MANDERA COUNTY GOVERNMENT**



**OFFICE OF COUNTY PUBLIC SERVICE BOARD; P.O. BOX 356-70300, MANDERA**  
**DATE: 30<sup>th</sup> October 2020**

**VACANCY ANNOUNCEMENT**

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in Department of Land and Office of the Governor as per the constitution of Kenya 2010 and County Government Act, 2012

**DEPARTMENT OF LANDS, HOUSING AND PHYSICAL PLANNING**

**1. DEPUTY DIRECTOR HOUSING & URBAN DEVELOPMENT- JG 'Q', ONE (1 ) POSTS**

**REF: MCPSB/LH/2020/10/01**

**Terms of service –permanent and pensionable**

**Qualifications/requirements**

- Bachelor's degree in any of the following; Urban development or Estate Management, Architecture and Economics
- Master degree in the relevant field is an added advantage
- Minimum of 5years experience in relevant field;
- Be registered by any of the following: Board of registration of Architects and quantity surveyors, Physical Planners Registration Board, engineers' registration board, Institution of Surveyors of Kenya
- Demonstrate professional ability, high integrity and competence;
- Meet the requirements of Chapter Six of the Constitution of Kenya;

**Duties and responsibilities**

- Initiation and monitoring the implementation of County and local Housing plans;
- Carry out research and advise the County Government on matters related to Housing;
- Oversee the implementation of housing development and policies;
- Monitoring and evaluation of housing projects at the county level
- Oversee matters of urban development approval and compliance

## **2. PHYSICAL PLANNERS - JG 'K' FOUR (4) POSTS**

**REF: MCPSB/LH/2020/10/02**

**Terms of service –permanent and pensionable**

### **Requirements for appointment**

- Bachelor's degree in any of the following; Urban and regional planning, Urban planning or town planning
- At least two years' experience in physical and land use planning
- Registered member of Kenya Institute of Planners
- Proficiency in computer application preferably CAD and GIS
- Demonstrate merit and professional ability as reflected in work performance and results
- Meet the requirements of Chapter Six of the Constitution of Kenya

### **Duties and responsibilities**

- Prepare physical development plans, undertaking feasibility studies on physical, social, economic and environmental, characteristics
- Implement physical plans for County, urban areas and cities
- Process development applications from public and private clients
- Maintain physical planning data and records
- Keeping development application and approval records
- Advise government and private agencies on development policies and plans
- Promote public sensitization and awareness on physical planning and development matters

## **3. LAND SURVEY ASSISTANT-JG 'J' FOUR (4) POSTS**

**REF: MCPSB/LH/2020/10/03**

**Terms of service permanent and pensionable**

### **Requirements for appointment**

- Diploma in any of the following- land surveying, cartography, photogrammetry, geomatics, land management, technology in geomatics, geomatics engineering, technology in geo-informatics
- Holder of Kenya Certificate of secondary Education
- Affiliate/Membership of the Institution of Surveyors of Kenya (ISK)
- Demonstrate merit and professional ability as reflected in work performance and results
- Certificate in computer applications
- Meet the requirements of Chapter Six of the Constitution of Kenya

### **Duties and responsibilities**

- Carry out angular and distant measurements and computations for medium and high density topographical, medium area cadastral and photo control surveys
- General engineering
- Sub-divisional schemes, cadastral and
- General boundary surveys

#### **4. LAND OFFICER II /LAND ADMINISTRATORS - JG 'K' THREE( 3 ) POSTS**

**REF: MCPSB/LH/2020/10/04**

**Terms of service permanent and pensionable**

##### **Qualifications/requirements**

- Be a Kenyan citizen
- Bachelor's Degree any of the following fields Land Economics, law, Geography, Economics ,Agriculture Economics and Business Administration
- Holder of Kenya Certificate of Secondary Education
- Minimum experience of two years in relevant field
- Knowledge of relevant legislation such as the Constitution of Kenya 2010, County Government Act of 2012
- Knowledge in computer applications
- Good communication skills
- In-depth professional knowledge and experience in a specialized field or broad knowledge of a number of fields
- Meet the requirements of Chapter Six of the Constitution of Kenya

##### **Duties and responsibilities**

- Maintain land records and inventory database
- Read, interpret, catalogue and maintain maps
- Ensure compliance with land use by-laws, policies and other relevant legislations
- Implement amendments to community land use by-laws and updates of community land use plans
- Receive applications for land use in order to determine land ownership and conduct research on land use applications
- Identify and consult with stakeholders with authority on land issues
- Provide appropriate mechanisms for land dispute resolutions

#### **5. HOUSING OFFICERS - JG'J' TWO ( 2 ) POSTS**

**REF: MCPSB/LH/2020/10/05**

**Terms of service permanent and pensionable**

##### **Requirement for appointment**

- Be a Kenyan citizen
- Diploma in any of the following: Valuation, Property management, Architecture, Land economics, real estate,
- Be a registered member of Kenya Institute of Planners or Architectural Association of Kenya;
- Demonstrate professional ability, high integrity and competence
- Meet the requirements of Chapter Six of the Constitution of Kenya

**Duties and responsibilities**

- Carry out surveys on housing development and human settlements;
- Implementation of County and local Housing plans;
- Implementation of housing strategies and policies;
- Undertake Assessment of Housing needs for various income groups and sectors in the county;
- Carry out social and physical mapping of slums and informal settlements

**6. INFORMATION & COMMUNICATION TECHNOLOGY OFFICER III, JG “H”, THREE (3) POSTS****REF: MCPSB/LH/2020/10/06****Terms of service permanent and pensionable****Duties and responsibilities**

- Assist in setup, configuration and maintenance of all company servers, desktops, mobiles, hardware, systems and applications.
- Assist in-house users on all aspects of IT support.
- Assist in system installation, configuration and renew software licenses to ensure the county is compliant to software licensing.
- Repair and maintenance of information technology equipment and associated peripherals.
- Assist in drawing schedule preventive maintenance of ICT infrastructure.
- Troubleshoot general ICT problems at the user level.
- Supervising other staff working under him/her.
- Any other duties as may be assigned from time to time.

**Requirements for Appointment**

- Be a Kenyan Citizen
- Kenya certificate of secondary Education
- Diploma in Information Technology (I.T) or ICT from a recognized college or institution in Kenya.
- A minimum of 2 years’ experience in information technology (IT) field in Public or Private.
- Registration with the relevant ICT regulation Board is an added advantage
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity;

**7. CLERICAL OFFICERS/REGISTRY CLERKS – JG “F” THREE (3) POSTS:****REF: MCPSB/LH/2020/10/07****Terms of service –permanent and pensionable****Duties and responsibilities**

- Deployed in various unit in county departments for compiling statistical records;
- Sorting, filing and dispatching letters;
- Maintaining office filing system;

- Processing of HR and other related management issues;
- Computing statistical and record based records;
- Preparing and compiling data;
- Drafting simple letters.

#### **Requirements for Appointment**

- Must be a Kenyan Citizen;
- Kenya Certificate of Secondary Education of C- (Minus) or its equivalent
- Proficiency in computer from a recognized institution;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

### **OFFICE OF THE GOVERNOR**

#### **8. PRINCIPAL PROTOCOL OFFICER -JOB GROUP ‘N’-ONE (1) POST**

**REF: MCPSB/OG/MCG/2020/10/08**

**Terms of service –3 years Contract**

#### **Requirements for appointment**

- Be a Kenyan citizen;
- Be a holder of first degree in Social Science, Business Administration and other related field from a university recognized in Kenya;
- Holder of Kenya Certificate of Secondary Education
- Have public sector or private sector experience of at least five years
- Women ,Persons with disability, and persons from minority and marginalized groups are encouraged to apply
- Satisfy the requirements of Chapter Six of the Constitution.

#### **Duties and responsibilities**

- Help deputy Head of protocol in organizing County function
- Helps in effective interface between the County and the public
- Help in Promotion of good protocol practices in County offices and functions;
- Maintenance of etiquette and decorum in official County and Governor functions;
- Helps in Preparation and designing of invitation cards and car stickers for all national days and State functions at the County
- Organization of County and State luncheons and banquets;
- Liaison with departments and agencies in organizing official functions
- Any other duties that may be assigned from time to time

#### **9. PROTOCOL OFFICERS –JOB GROUP ‘K’-TWO (2) POSTS**

**REF: MCPSB/OG/MCG/2020/10/09**

**Terms of service –3 year’s contract**

**Requirement for appointment**

- Be a Kenyan citizen
- Be a holder of a diploma in social science, Business Administration and other related field from a university recognized in Kenya;
- Holder of Kenya Certificate of Secondary Education
- Have public or private sector experience of at least three years
- Women and persons from minority and marginalized groups are encouraged to apply
- Satisfy the requirements of Chapter Six of the Constitution

**Duties and responsibilities**

- preparation of official County departmental functions;
- Helps senior protocol officers in Promotion of good protocol practices in County offices and functions;
- Help Maintenance of etiquette and decorum in official County and Governor functions;
- Helps in Preparation and designing of invitation cards and car stickers for all national days and State functions;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Any other duties that may assigned from time to time.

**10. ASSISTANT PROTOCOL OFFICER JOB GROUP ‘J’ ONE (1) POST****REF: MCPSB/OG/MCG/2020/10/10****Terms of service -3 years' contract****Requirement for appointment**

- Be a Kenyan citizen;
- Be a holder of a Diploma in social Science related field from a university recognized in Kenya;
- Holder of Kenya Certificate of Secondary Education
- Have knowledge, experience and a distinguished career of not less than one year in protocol, public administration and leadership
- Women , person with disability , and persons from minority and marginalized groups are encouraged to apply
- Satisfy the requirements of Chapter Six of the Constitution

**Duties and responsibilities**

- Helps the protocol officers in preparation of official County departmental functions;
- Helps in Promotion of good protocol practices in County offices and functions;
- Helps in maintenance of etiquette and decorum in official County and Governor functions;
- Help in Preparation and designing of invitation cards and car stickers for all national days and State functions;

- Help in organization of County and State luncheons and banquets;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Organization of State and County installations following national elections;
- Any other duties that may assigned from time to time

### **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](http://www.mandera.go.ke)** or obtained from Mandera County Public Service Board office.

Applications should reach the County Public Service Board **on or before 18<sup>th</sup> November, 2020 at 4.00pm** Or be hand delivered to the office of the County Public Service Board at Mandera Vocational Training Centre.

No online application will be accepted.

The Board will not accept any other form of application except Mandera County Government employments application form stated above.

Mandera County Government is equal opportunity employer

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

Addressed to:

The Secretary,

Mandera County Public Service Board,

P.O. Box 356-70300, Mandera.