



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD



P.O. Box 356-70300, MANDERA

DATE: 24th 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 Devolved Units and Inspectorate Service as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012

1. DIRECTOR DEVOLVED UNITS, JOB GROUP 'R' ONE (1) POST REF MCPSB /MOPSM/2020/12/01

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Ensure all government administrative programs are coordinated and implemented effectively in all departments and sub-counties/devolved units
- Help in Developing plans and budgets of the Department
- Monitor commitments, expenditure and reimbursements in the department in accordance with approved budgets
- Supervision of staff in the department for effective work performance.
- Facilitate training and staff development functions in the department
- Oversee preparation and control preparation of required departmental reports
- Analyze effectiveness of administrative policies, rules and regulations in the county
- Facilitate the audit of the departmental activities as per agreed audit cycle
- Communicate any changes to prevailing administration policies to all affected county departments
- Supervise the implementation of devolved unit administrative policies and procedures on day-to-day basis.
- In the absence of the chief officer, represent the department in senior management meetings as required.
- Administer and control preparation of required departmental report
- Any other related duties that may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor's degree in social science or equivalent from a recognized university 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 Seven (7) years of which three in senior management position in public or private sector;
- Senior management course from recognized institution will be an added advantage;
- Satisfy the requirements of Chapter Six of the Constitution on leadership and Integrity

**2. DEPUTY DIRECTOR DEVOLVED UNITS, JOB GROUP ‘Q’ ONE (1) POST
REF MCPSB /MOPSM/2020/12/02**

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Ensure all government administrative programs are coordinated and implemented effectively in all departments and sub-counties/devolved units in consultation with director devolved units
- Help in Monitoring commitments, expenditure and reimbursements in the department in accordance with approved budgets
- Supervision of staff in the department for effective work performance.
- Facilitate training and staff development functions in the department
- Analyze effectiveness of administrative policies, rules and regulations in the county
- Facilitate the audit of the departmental activities as per agreed audit cycle
- Communicate any changes to prevailing administration policies to all affected county departments
- Deputies Director Devolved Units in supervising the implementation of devolved unit administrative policies and procedures on day-to-day basis.
- Any other related duties that may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor’s degree in social science or equivalent from a recognized university in Kenya.
- A Master's degree in the relevant field from a recognized university is an added advantage;
- Be having Leadership skills, Organizational skills., Communication skills , Interpersonal skills , Problem-solving , Ability to work under pressure. , Conflict management , Ability to build and lead cohesive teams , Problem-solving skills
- Have knowledge, experience and a distinguished career of not less than five (5) years of which two in senior management position in public or private sector;
- Senior management course from recognized institution will be an added advantage;
- Satisfy the requirements of Chapter Six of the Constitution.

**3. ASSISTANT DIRECTOR DEVOLVED UNITS, JOB GROUP ‘P’ ONE (1) POST
REF MCPSB /MOPSM/2020/12/03**

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Ensure all government administrative programs are coordinated and implemented effectively in all departments and sub-counties/devolved units in consultation with Deputy Director Devolved units
- Ensure that inter-governmental administrative issues are handled properly and in a timely manner.
- In consultation with the Director and Deputy Director helps in developing plans and Budget of department

- Helps in Monitoring commitments, expenditure and reimbursements in the department in accordance with approved budgets
- Supervision of staff in the department for effective work performance
- Facilitate training and staff development functions in the department
- Analyze effectiveness of administrative policies, rules and regulations in the county
- Facilitate the audit of the departmental activities as per agreed audit cycle
- Any other related duties that may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor's degree in social science or equivalent from a recognized university 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 four (4) years of which one in senior management position in public or private sector;
- Senior management course from recognized institution will be an added advantage;
- Satisfy the requirements of Chapter Six of the Constitution.

4. ASSISTANT DIRECTOR ADMINISTRATION, JOB GROUP 'P' TWO (2) POSTS REF MCPSB /MOPSM/2020/12/04

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Ensure all government administrative programs are coordinated and implemented effectively in the departments;
- To monitor commitments, expenditure and reimbursements in the department for compliance with approved budgets;
- Supervision of staff in the department for effective work performance;
- Facilitate training and staff development functions in the department;
- Oversee preparation and control preparation of required departmental reports;
- Analyses effectiveness of administrative policies, rules and regulations in the county;
- Facilitate the audit of the departmental activities as per agreed audit cycle;
- Communicate any changes to prevailing administration policies to all affected the departments
- Any other related duties assigned by your supervisor from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor's degree in social science or equivalent from a recognized university 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 four (4) years of which three in senior management position in public or private sector;
- Senior management course from recognized institution will be an added advantage;
- Satisfy the requirements of Chapter Six of the Constitution.

**5. SUB COUNTY ADMINISTRATORS ,JOB GROUP ‘N’ FOUR (4) POSTS
REF MCPSB /MOPSM/2020/12/05**

Terms of service –Permanent and Pensionable

Duties and responsibilities

- 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.
- Coordination, management and supervision of 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

- 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 5 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.

**6. DEPUTY -SUB COUNTY ADMINISTRATORS, JOB GROUP ‘M’FOUR (4) POSTS
REF MCPSB /MOPSM/2020/12/06**

Terms of service –Permanent and Pensionable

Duties and responsibilities

- 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

- 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.

7. TOWN ADMINISTRATORS, JOB GROUP 'M' THREE (3) POSTS REF MCPSB /MOPSM/2020/12/07

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Implementing the decisions and functions of the Town Management committee
- Overseeing the affairs of the Town.
- Developing and adopting policies, plans, strategies and programs of the Town.
- Maintaining a comprehensive data base and information system of the Administration and providing public access.
- Ensuring preparation and submission to the County Treasury the Budget and Developmental plans of town for consideration through respective County Chief Officers.
- Work closely with Sub County Administrator to facilitate proper coordination of Government Business at Sub County level
- Establish, implement and monitor performance management systems of Town Management Committee at Sub County Level
- Perform such other functions as delegated by the Town Committee.
- Perform any other function that may be assigned from time to time by respective County Chief Officer

Requirements for appointment

- Be a Kenyan citizen
- Bachelor degree in social Sciences or its equivalent from recognized University.
- A master Degree in the relevant field will be an added advantage.
- Working experience of not less than five years in administration or management.
- 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.

8. WARD ADMINISTRATORS, JOB GROUP 'K' EIGHT (8) POSTS REF MCPSB /MOPSM/2020/12/08

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Implementation of Government policies and plans at ward level

- Ensure service delivery to the public
- Ensure coordination of Development program to empower communities at ward level;
- Provision and maintenance of infrastructure and facilities of public services; the county public service at ward level
- Exercise any functions and powers delegated by the County Public Service Board under section 86 of the County Government
- Facilitation and coordination of citizen participation in the development of policies and plans and delivery of services.
- Any other related duties assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen
- Bachelor Degree in social sciences from university recognized in Kenya with a working experience of not less than 2 years.
- Certificate in computer application .
- Understanding national goals, policies and development objectives of vision 2030.
- Excellent communication and interpersonal skills.
- Fulfill the requirement of Chapter six on Leadership and Integrity

9. ENFORCEMENT ASSISTANT III, JOB GROUP ‘E’ ONE HUNDRED AND FIFTY (150) POSTS

REF MCPSB /MOPSM/2020/12/09

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;
- Maintaining sanity and order in markets and other business premises;
- Guarding county government properties and premises, enforce drug control and any other relevant duties.
- Any other related duties assigned by the supervisor from time to time

Requirements for Appointment

- Kenya Certificate of Secondary Education mean Grade ‘D Minus’;
- be aged 18-35 years;
- be physically fit as applicable to Enforcement officers plus a fitness medical certificate from a Government hospital;
- have Certificate of Good Conduct from the Directorate of Criminal Investigations.

10. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICERS I, JOB GROUP ‘K’ TEN (10) POSTS

REF MCPSB /MOPSM/2020/12/10

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- verifying information relating to recruitment, appointments, transfers and Human Resource Management information systems;

- implementing Human Resource decisions within existing rules, regulations and procedures;
- collecting and collating data for assessing training needs;
- preparing training projections; and preparing agenda and minutes of Human Resource Management Advisory Committee.
- Any other related duties assigned by the supervisor from time to time

Requirement for appointment:

- Bachelor degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration or Education from a recognized institution
- Certificate in computer application
- At least 1-2 years' experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

11. CHIEF ASSISTANT ENFORCEMENT OFFICERS, JOB GROUP 'M' SEVEN (7) POSTS

REF MCPSB /MOPSM/2020/12/11

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Performing the duties of traffic marshals;
- Enforcing various county laws and other relevant acts;
- Ensuring regular patrols are carried out in the parking areas; ensuring orderly parking and traffic management;
- Maintain sanity and order in markets and other business premises;
- Analyze data for input in the development and review of policies, guidelines, procedures and strategies
- Any other related duties assigned by the supervisor from time to time

Requirement for appointment:

- Diploma in Security Management, Criminology, Crime Prevention and Management or its equivalent from a recognized institution.
- Exposure to traffic investigations and control matters;
- Certificate of Good Conduct from Directorate of Criminal Investigations;
- Certificate in computer applications;
- Five (5) years' experience in administration and management or
- Serving enforcement officers with experience of five (5) years will have an added advantage
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

12. SENIOR ENFORCEMENT ASSISTANT, JOB GROUP 'H' TEN (10) POSTS

REF MCPSB /MOPSM/2020/12/12

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Performing the duties of traffic marshals;

- Help in Enforcement of various county laws and other relevant acts;
- Ensure regular patrols are carried out in the parking areas; ensuring orderly parking and traffic management;
- Maintain order in markets and other business premises;
- Analyze data for input in the development and review of policies, guidelines, procedures strategies
- Any other related duties assigned by the supervisor from time to time

Requirements for appointment

- Certificate in Security Management, Criminology, Crime Prevention and Management or its equivalent from a recognized institution.
- exposure to traffic investigations and control matters;
- Certificate of Good Conduct Certificate of Good Conduct from Directorate of Criminal Investigations;
- Certificate in computer applications;
- Four (4) years' experience in administration and management or
- Serving enforcement officers with experience of three (4) years will have an added advantage
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

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.

Applications should reach the County Public Service Board on or before 12th January, 2021 at 4.00pm to the office of the County Public Service Board at Mandera Vocational Training Centre.

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