



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

P.O. Box 356-70300, MANDERA



28th April, 2022

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 ROADS, TRANSPORT & PUBLIC WORKS

1. CHIEF SUPERINTENDING ENGINEER (ARCHITECT), JG “P” ONE (1) POST REF MCPSB /MORTPW/2022/04/01

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.

Requirement for Appointment

- Be a Kenyan citizen;
- Bachelor of Architecture from a recognized university;
- Four (4) years' experience relevant to the position in 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;
- Be a registered member of Architectural Association of Kenya (AAK);
- 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.

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT

2. DEPUTY DIRECTOR, ENFORCEMENT & INSPECTORATE SERVICES, JG ‘Q’ ONE (1) POST

REF MCPSB /MOPS/2022/04/02

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Participate in Policy making in the Department;
- Attending departmental meetings;
- Ensuring that staff have uniforms and the necessary tools of work; ensuring that drills and parade matters are coordinated;
- Supervising field officers in a given operational area; and ensuring discipline is maintained;
- Receives and scrutinizes charge sheets from investigation officers;
- Bonds prosecution witnesses and takes pleas in court;
- Safe custody of exhibits;
- Coordinates with the heads of respective enforcements in preparation of cases and witness and produces the past record of an accused person in Court;
- Supervising field officers in given zone operational areas; and
- Ensuring discipline is maintained.

Requirements for Appointment

- Be a Kenyan Citizen;
- Seven (7) years’ work experience in the relevant field three years in senior Management level
- Bachelor’s Degree in the following disciplines: - Security Management; Criminology and Fraud Management; Criminology and Security Studies; Penology or its equivalent qualification or its equivalent qualification from a recognized institution;
- Master’s Degree in Security Management and Police Studies; Security Management; Criminology and Fraud Management; Criminology and Security Studies; Penology or its equivalent qualification from a recognized institution is an added advantage
- Certificate in strategic leadership Course lasting not less than four (4) weeks from a recognized institution (added advantage);
- Certificate of Good Conduct from Directorate of Criminal Investigation;
- Certificate in computer applications; and
- Demonstrated merit and shown ability as reflected in work performance and results.
- Satisfy the requirement of Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity.

3. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I, JOB GROUP 'K' FOUR (4) POSTS

REF MCPSB /MOPS/2022/04/03

Terms of service –permanent and pensionable

Duties and Responsibilities

- Help in implementing HR Policies
- Help in formulating of HR strategies to support and achieve the corporate objectives
- 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 for Human Resource Advisory Committee.
- Other duties relevant to the specialization as may be assigned 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; and
- Certificate in computer application skills from a recognized institution
- Two {2} years' work experience in relevant field;
- Registered member with Institute of Human Resource Management (IHRM)
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

4. DIRECTOR ADMINISTRATION SERVICES, JG 'R' TWO (2) POSTS

REF MCPSB /MOPS/2022/04/04

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Initiating, Interpreting, implementing and reviewing administrative policies, strategies, procedures and Programme;
- Coordinating, managing and supervising the general administrative functions in the county;
- Coordinating public service reforms;
- Overseeing service delivery in the county;
- 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;
- Coordinating and liaising with other directorates and departments in the county;
- Ensuring compliance with legal, statutory and regulatory requirements;
- Ensuring compliance with national values and principles of good governance and exercising any functions and powers delegated by the county public service board under section 86;

- Coordinating the development and implementation of the departmental strategic plan;
- Ensuring the development and review of the departmental annual work plans and budgets;
- Managing departmental performance;
- 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;
- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences 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 is an added advantage
- Diploma in advanced public administration or equivalent qualification from a recognized institution is an added advantage
- Certificate in strategic leadership development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution is an added advantage
- Certificate in compute application skills from a recognized institution
- Have relevant knowledge, experience and a distinguished career of not less than eight (8) years, three years should be at a senior managerial position in the public service or equivalent in the private sector
- Satisfy chapter six (6) of the constitution of Kenya 2010

5. DEPUTY DIRECTOR ADMINISTRATION SERVICES, JG 'Q' TWO (2) POSTS REF MCPSB /MOPS/2022/04/05

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Coordinate, manage and supervise the general administrative functions in the department;
- Development of policies and plans; service delivery; developmental activities to empower the community;
- Provision and maintenance of infrastructure and the facilities of public services; the county public service;
- Exercise any functions and powers delegated by the County Public Service Board under section 86;
- 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 a department 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;
- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences 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 is an added advantage.
- Diploma in advance public administration or equivalent qualification from a recognized institution is an added advantage
- Certificate in strategic leadership development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- Have relevant knowledge, experience and a distinguished career of not less than seven (7) years, of which three years should be at a senior managerial position in the public service or equivalent in the private sector
- Certificate in compute application skills from a recognized institution; and
- Demonstrated managerial administrative and professional competence in work performance and result.
- Satisfy chapter six (6) of the constitution.

6. ASSISTANT DIRECTOR ADMINISTRATION SERVICES, JG 'P' TWO (2) POSTS

REF MCPSB /MOPS/2022/04/06

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Coordinate, manage and supervise the general administrative functions in the department;
- Development of policies and plans; service delivery;
- Developmental activities to empower the community;
- Provision and maintenance of infrastructure and the facilities of public services;
- Exercise any functions and powers delegated by the County Public Service Board under section 86;
- 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 a department 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;
- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences 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 is an added advantage.
- Diploma in advanced public administration or equivalent qualification from a recognized institution is an added advantage.
- Certificate in strategic leadership development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution is an added advantage
- Have relevant knowledge, experience and a distinguished career of not less than six (6) years, of which three years should be at a senior managerial position in the public service or equivalent in the private sector
- Certificate in compute application skills from a recognized institution;
- Demonstrated managerial administrative and professional competence in work performance and result.
- Satisfy chapter six (6) of the constitution.

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**7. SENIOR ACCOUNTANT, JG "L" ONE (1) POST:****REF MCPSB /MOF/2022/04/07****Terms of service –permanent and pensionable****Duties and responsibilities**

- Coordinating and supervising operations in the area of deployment; preparing final accounts;
- Ensuring safe custody of Municipality assets and records;
- Authorizing payments and signing of cheques subject to set limits;
- Ensuring timely and accurate preparation of quality management reports;
- Providing guidance to officers to achieve the desired results;
- Arranging for withdrawals of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books;
- Preparation of expenditure and authority to incur expenditure (AIE) funding returns on quarterly basis;
- Training and development of staff;
- Any other duties which may be assigned from time to time

Requirements for Appointment

- Be a Kenyan Citizen;
- Bachelor's degree in Commerce/Business administration (Accounting/Finance Option) from a recognized university;
- Membership to a relevant professional body is added advantage;

- Self-starter, excellent team player, effective communicator and must be able to work with minimal supervision;
- 2 years' experience relevant to the position;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**8. DIRECTOR ECONOMIC PLANNING, JG 'R' ONE (1) POST
REF MCPSB /MOF/2022/04/08**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Formulation and coordination of strategies, policies and programme for harmonious development of economic sectors and to oversee studies, research and monitor all changes in economic structure, trends and advise the county appropriately;
- Head the development in the county to provide rural development as well as coordination of sub county plans to ensure economic development for the county as envisioned in the CIDPS and Vision 2030;
- Participate in preparation of the county and department budget;
- Plan and manage human resources, projection of manpower needs and training to meet County development objectives and compilation of data for planning and social services,
- Manpower surveys and, in conjunction with the Board, undertaking labour forces studies and monitoring unemployment in the county;
- Co-ordinate and formulate county development strategies, policies and programmes within the devolved unit responsible for county economic planning and in other devolved units and for collation and presentation of statistical data in the form of survey reports or bulletins;
- Supervise officers in his/her division or a Central Planning and Project Monitoring Division in the county
- Formulate and coordinate strategies, policies, programmes and the framework within the county to enable the county to plan effectively for economic development;
- Coordinate preparation of county development plans and linking of departmental budgets to the county MTEF budget process;
- Assist in collection, collation, processing and administration of statistical data as required by the provisions of the Statistics Act, 2006
- Formulate coordinated strategies, policies and programmes for the harmonious development of the economic sectors, carrying out sectorial studies and research, monitoring changes in key indicators of sectorial economic structure, trends and efficiency;
- In charge of developing and strengthening county Integrated monitoring and evaluation systems.

Requirement for Appointment

- Be a Kenyan Citizen;
- Degree in Economics, Statistics, Finance or related field from a recognized University;
- A master degree in the relevant field will be an added advantage;
- Have relevant knowledge, experience and a distinguished career of not less than eight (8) years, three (3) years of which must have been in senior management level in Public Service or Private Sector;
- Excellent Communication and interpersonal skills;
- Knowledge of relevant legislations such as County Government Act, 2012 and the Statistics Act 2006;
- Certificate in a senior management course not less than four (4) weeks from a recognized institution is an added advantage.
- Be registered with the relevant body and in good standing;
- Knowledge in use of Participatory M&E Tools;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**9. DEPUTY DIRECTOR MONITORING & EVALUATION, JG ‘Q’ ONE (1) POST
REF MCPSB /MOF/2022/04/09**

Terms of service –Permanent and Pensionable**Duties and Responsibilities**

- Formulating and coordinating strategies, policies, programmes and framework within the County to enable the County to plan effectively for economic development;
- Coordinate preparation of county development plans and linking of departmental budgets to the county MTEF budget process;
- Assist in collection, collation, processing and administration of statistical data as required by the provisions of the Statistics Act, 2006;
- Formulate coordinated strategies, policies and programmes for the harmonious development of the economic sectors, carrying out sectorial studies and research, monitoring changes in key indicators of sectorial economic structure, trends and efficiency;
- In charge of developing and strengthening county Integrated monitoring and evaluation systems.
- Co-ordinate and formulate county development strategies, policies and programmes within the devolved unit responsible for county economic planning and in other devolved units and for collation and presentation of statistical data in the form of survey reports or bulletins;
- Supervise officers in his/her division or a Central Planning and Project Monitoring Division in the county
- Formulate and coordinate strategies, policies, programmes and the framework within the county to enable the county to plan effectively for economic development;

- Liaise with HRM on department staff members and implementation of scheme of service for Economist;
- Maintaining appropriate and up to date planning and statistical records;
- Performing any other duty as may be assigned by the supervisor.

Requirement for appointment

- Be a Kenyan Citizen;
- Degree in Economics, Statistics, Finance or related field from a recognized University;
- A master degree in the relevant field will be an added advantage;
- Have relevant knowledge, experience and a distinguished career of not less than seven (7) years, two (2) years of which must have been in senior management level in the Public or Private Sector;
- Demonstrated outstanding professional competence matched with appreciation of the County;
- Membership to a professional association/body;
- Excellent Communication and interpersonal skills;
- Knowledge of relevant legislations such as County Government Act, 2012 and the Statistics Act 2006;
- Certificate in a senior management course not less than four (4) weeks from a recognized institution
- Be registered with the relevant body and in good standing;
- Knowledge in use of Participatory M&E Tools;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

10. ASSISTANT DIRECTOR MONITORING & EVALUATION, JG ‘P’ ONE (1) POST

REF MCPSB /MOF/2022/04/10

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Co-ordinate and formulate county development strategies, policies and programmes within the devolved unit responsible for county economic planning and in other devolved units and for collation and presentation of statistical data in the form of survey reports or bulletins;
- Supervise officers in his/her division or a Central Planning and Project Monitoring Division in the county
- Formulate and coordinate strategies, policies, programmes and the framework within the county to enable the county to plan effectively for economic development;
- Liaise with HRM on department staff members and implementation of scheme of service for Economist;
- Maintaining appropriate and up to date planning and statistical records;
- Coordinate preparation of county development plans and linking of departmental budgets to the county MTEF budget process;

- Assist in collection, collation, processing and administration of statistical data as required by the provisions of the Statistics Act, 2006;
- Formulate coordinated strategies, policies and programmes for the harmonious development of the economic sectors, carrying out sectorial studies and research, monitoring changes in key indicators of sectorial economic structure, trends and efficiency;
- In charge of developing and strengthening county Integrated monitoring and evaluation systems.
- Performing any other duty as may be assigned by the supervisor.

Requirements for appointment

- Be a Kenyan Citizen;
- Degree in Economics, Statistics, Finance or related field from a recognized University;
- A master degree in the relevant field will be an added advantage;
- Have relevant knowledge, experience and a distinguished career of not less than six (6) years, two (2) years of which must have been in senior management level in Public or Private Sector;
- Demonstrated outstanding professional competence matched with appreciation of the County;
- Membership to a professional association/body;
- Excellent Communication and interpersonal skills;
- Knowledge of relevant legislations such as County Government Act, 2012 and the Statistics Act 2006;
- Certificate in a senior management course not less than four (4) weeks from a recognized institution
- Be registered with the relevant body and in good standing;
- Knowledge in use of Participatory M&E Tools;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

11. PRINCIPAL ECONOMIST, JG ‘N’ FIVE (5) POSTS

REF MCPSB /MOF/2022/04/11

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Providing technical support to the county department for finance and economic planning and other key stakeholders on economic planning issues.
- Supervise officers in his/her division and monitor projects across the department;
- Present findings through original published reports, articles, presentations, and other documentation on economic development for the county;
- Collaborate with public and private entities to acquire new data, assist in the development of data gathering tools including surveys and questionnaires, acquisition of administrative data sets, and compilation of data from various data sources for use in research and statistical analysis;
- Apply knowledge of research methods and design in the social and behavioural sciences to create innovative, routine, and complex research studies without

- supervision;
- Collect and present statistical data in form of survey reports and bulletin to inform the public on economic;
- Assist in budget preparation.

Requirements for appointment

- Be a Kenyan Citizen;
- Degree in Economics, Statistics, Finance or related field from a recognized University;
- A master degree in the relevant field will be an added advantage;
- Have relevant knowledge, experience and a distinguished career of not less than Five (5) years from public or Private Sector;
- Excellent Communication and interpersonal skills;
- Knowledge of relevant legislations such as County Government Act, 2012 and the Statistics Act 2006;
- Be registered with the relevant body and in good standing;
- Knowledge in use of Participatory M&E Tools;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and Integrity.

DEPARTMENT OF WATER SERVICES

12. SUPERINTENDING ENGINEER (WATER AND SEWERAGE) ,JG “M” FIVE (5) POSTS

REF MCPSB/2022/04/12

Terms of service –permanent and pensionable

Duties and responsibilities

- Planning, designing of water supply and sewerage system and associated structures such as pipe network, storage system and pumping station.
- Preparing tender document for construction and reviewing technical submission.
- Supervising construction works and ensuring the works are completed on deadline
- Provide technical direction or supervision to junior engineers, engineering or computer-aided design (CAD) technicians, or other technical personnel.
- Conduct feasibility studies for the construction of facilities, such as water supply systems, run-off collection networks, water and wastewater treatment plants, or wastewater collection systems.
- Conduct environmental impact studies related to water and wastewater collection, treatment, or distribution.
- Analyze and recommend chemical, biological, or other wastewater treatment methods to prepare water for industrial or domestic use
- Checking operation charts and monthly revenue returns
- Collecting and analyzing data
- Supervision operations and maintenance of water supplies and sewage treatment works
- Mentioning records of water supplies and sewage schemes

Requirement for appointment

- Be a Kenyan Citizen;
- B.Sc. (Eng.) in Civil Engineering, water engineering or its equivalent qualification from recognized institution
- Two to three (3) years' relevant work experience
- Registered with the institute of engineers of Kenya (IEK) or institute of engineering technologist (IET).
- Good knowledge of AutoCAD, Civil 3D, MS Office Suite and other Water & Wastewater Software
- Satisfy the requirements of Chapter Six of the Constitution.

13. SENIOR INSPECTOR (WATER AND SEWERAGE) ,JG “J” SIX (6) POSTS**REF MCPSB/2022/04/13****Terms of service –permanent and pensionable****Duties and responsibilities**

- Planning, designing of water supply and sewerage system and associated structures such as pipe network, storage system and pumping station.
- Preparing tender document for construction and reviewing technical submission.
- Supervising construction works and ensuring the works are completed on deadline
- Checking operation charts and monthly revenue returns
- Collecting and analyzing data
- Supervision operations and maintenance of water supplies and sewage treatment works
- Mentioning records of water supplies and sewage schemes
- Perform any other duties that may be assigned from time to time.

Requirement for appointment

- Be a Kenyan Citizen;
- Diploma in either Water Supply Technology or Water Engineering or equivalent qualification from recognized institution
- Two (2) years' relevant work experience
- Registered with the institute of engineers of Kenya (IEK) or institute of engineering technologist (IET).
- Satisfy the requirements of Chapter Six of the Constitution.

LEGAL DEPARTMENT**14. COUNTY SOLICITOR, JG ‘R’-ONE (1) POST****REF MCPSB /DLS/2022/04/14****Terms of service –permanent and pensionable****Duties and Responsibilities**

- Shall be the principal assistant of the County Attorney in execution of functions of the office
- Shall conduct and coordinate all court cases including appeals or petitions on behalf of the Mandera County.
- Shall organize, co-ordinate and manage the administrative and the legal functions of the office.

- Shall develop County legislation and support in drafting and publication of legislative proposals for the County Government.
- Perform any other duties that may be assigned from time to time by the supervisor.

Requirements for Appointment

- Be a Kenyan citizen
- Bachelor of Law (L.L.B) from a university recognized in Kenya;
- Post graduate Diploma in Law from Kenya School of Law.
- A Master's degree in the relevant field from a recognized university is an added advantage;
- Senior or strategic leadership program management course from recognized institution is added advantage
- Must have a minimum experience of seven (7) years as an advocate of the High Court of Kenya
- Certificate in Computer Applications;
- 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. 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 18th May, 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