



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

P.O. Box 356-70300, MANDERA



DATE: 4th April, 2022

VACANCY ANNOUNCEMENT

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

DEPARTMENT OF HEALTH SERVICE

1. MEDICAL OFFICERS JG 'M' SIX (6) POST REF MCPSB /MOH/2022/03/01

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Diagnosing, caring and treating diseases
- Performing medical and surgical procedures
- Preparing and responding to medical emergencies and disasters.
- Participating in management of medicines, medical instrument and equipment.
- Provide the necessary guidance, training and development of support professional and technical staff in clinical practice.
- Plan and manage county level health care programmes directed towards the improvement of health services.
- Any other duties as may be assigned from to time

Requirement for Appointment

- Degree in Medicine and Surgery (M.BCH.B) from a University recognized in Kenya.
- Registered with the Kenya Medical Practitioner and Dentist Board.
- Must have a current certificate from Medical Practitioner and Dentist Board.
- Be proficient in computer skills.
- Have capacity to multitask within strict timeliness.
- One (1) to two years 2 experience
- Shown outstanding administrative capability and professional competence required in managing livestock production services.

2. REGISTERED CLINICAL OFFICER III ,JG "H" TWELVE(12) POSTS REF MCPSB /MOH/2022/03/02

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Seeing and examining patients.
- Diagnosing and treating patient's ailments at an outpatient/inpatient department in a hospital or Health Centre.

- Assist in planning and conducting primary health care activities.
- Supervising and counseling staff engaged on routine patient care.
- Giving support and health education to patients.
- Any other duties as may be assigned from to time.

Requirements for Appointment

- Diploma in clinical medicine from recognized Medical Training College.
- Be registered by the clinical officers' council of Kenya.
- Computer skills will be added advantage.
- At least one-year experience in a busy hospital.
- Other requirements as per Scheme of Service for Clinical Officers.

3. NURSING OFFICERS, JG “K” THREE (3) POSTS

REF MCPSB /MOH/2022/03/03

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- Performing a comprehensive physical examination within various settings;
- Assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient;
- Carrying out patient audits to improve client/patient care;
- Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- Carrying out therapeutic communication with the patient/client;
- Conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes;
- Participating in quality improvement and quality assurance procedures;
- Diagnosing common health conditions and recommending necessary interventions
- Any other duties as may be assigned from to time.

Requirements for Appointment

- Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- Be Registered & Licensed by the Nursing Council of Kenya.
- Be in good professional standing with the Nursing Council of Kenya.
- Certificate in computer application skills from a recognized institution.
- At least one-year experience in a busy hospital.
- Other requirements as per Scheme of Service for Registered Nurse.

**4. REGISTERED NURSE III, JG “H” FIFTEEN (15) POSTS
REF MCPSB /MOH/2022/03/04**

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Assessing of patient needs for nursing services.
- Verification and maintaining information relating to patients’ admissions.
- Keeping records of drugs and supplies.
- Prepare reports and participates in appropriate meetings.
- Guiding, supervising and counseling staff under him/her in performing routine duties.
- Any other Health duties as may be assigned from to time.

Requirements for Appointment

- Have a diploma in Kenya Registered Community Health Nurse from Kenya medical training college or a recognized nursing training institution.
- Be Registered & Licensed by the Nursing Council of Kenya.
- Be in good professional standing with the Nursing Council of Kenya.
- At least one-year experience in a busy hospital.
- Other requirements as per Scheme of Service for Registered Nurse.

**5. ENROLLED NURSE III , JG “G” FOURTEEN (14) POSTS
REF MCPSB /MOH/2022/03/05**

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Assessing of patient needs for nursing services.
- Verification and maintaining information relating to patient’s admissions.
- Keeping records of drugs and supplies.
- Prepare reports and participates in appropriate meetings.
- Guiding, supervising and counseling staff under him/her in performing routine duties.
- Any other Health duties as may be assigned from to time.

Requirements for Appointment

- Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from Kenya medical training college or a recognized training institution.
- Be Registered & Licensed by the Nursing Council of Kenya.
- Be in good professional standing with the Nursing Council of Kenya.
- At least one-year experience in a busy hospital.
- Other requirements as per Scheme of Service for Enrolled Nurse

6. MEDICAL ENGINEERING TECHNOLOGIST III/TECHNICIAN III ,JG “H/G” SIX (6) POSTS

REF MCPSB /MOH/2022/03/06

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Determine specification of medical equipment to be procured
- Determine the equipment needs in the facilities
- Assist in procuring medical equipment and installation
- Safeguarding and maintaining medical equipment
- Assit in obtaining spare parts servicing medical equipment in the facilities
- Any other Health duties as may be assigned from to time

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Have a Certificate in mmedical engineering from KMTC recognized institution
OR
- Have a Diploma in Medical Engineering from a recognized institution or equivalent qualification from recognized institution.
- knowledge of good clinical laboratory practice.
- Be registered with the association of medical engineers of Kenya.
- At least one-year experience in a busy hospital.
- Other requirements as per Scheme of Service for Medical Engineering Technologist.

7. MEDICAL LABORATORY TECHNOLOGIST III,JG “H” SIX (6) POSTS

REF MCPSB /MOH/2022/03/07

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Offering general diagnostic or other laboratory services in a medical laboratory.
- Offering blood transfusion services.
- Mentoring and coaching of student on attachment.
- Performing administrative duties.
- Any other as may be assigned from time to time.

Requirements for Appointment

- Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other Institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- Be registered by the Kenya Medical Laboratory Technicians and Technologists Board as a Registered Medical Laboratory Technologists.
- Other requirements as per Scheme of Service for Medical Laboratory Technologists and Technicians.

- At least one-year experience in a busy hospital.
- Computer skills will be added advantage

8. ORTHOPEDIC TRAUMA TECHNOLOGIST/TECHNICIAN III, JG “H/G” TWO (2) POSTS

REF MCPSB /MOH/2022/03/08

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Manipulating and reducing fractures and dislocations
- Fixing and removal of casts, bandages and traction from patient
- Counseling client/patient on issue of orthopedic trauma
- Documenting and orthopedic and trauma cases
- Assessing and referral of muskelo skeletons condition.
- Participating in management of minor orthopedic trauma case in emergencies
- Cleaning and treating simple wound resulting from orthopedic trauma
- Making follow up of patient with orthopedic trauma in wards and outpatient clinic.
- Interpreting radiological image of orthopedic trauma case.
- Correcting congenital talipes Equino-varus (C.T.E.V)
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Certificate in either Orthopedic Plaster and Traction Technology, Orthopedic Plaster Technology or its equivalent from a recognized institution.

OR

- Diploma in Orthopedic Plaster Technology, Orthopedic Medicine or its equivalent from a recognized institution.
- Computer skills will be added advantage.
- At least one-year experience in a busy hospital.
- Be registered with the relevant licensing body of Kenya.
- Other requirements as per Scheme of Service.

9. RADIOGRAPHERS I, JG“K” SIX (6) POSTS

REF MCPSB /MOH/2022/03/09

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Providing Radiographic services to patients
- Processing films.
- Processing, verifying and maintaining information relating to patients.
- Ordering and maintaining records of radiographic and photographic supplies requirements.
- Supervising other staff working under this position.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Diploma in any of the following; Diagnostic Radiographer/medical Imaging services/ultra sound computerized Tomography/magnetic Resonance imaging mammography, Nuclear medicine, Radiation Therapy, Digital imaging or its equivalent from a recognized institution.
- Computer skills will be added advantage.
- At least one-year experience in a busy hospital.
- Be registered with the association of Radiation Board of Kenya.
- Other requirements as per Scheme of Service for Radiographer.

10. PHARMACEUTICAL TECHNOLOGIST III - JG “H” TWO (2) POSTS

REF MCPSB /MOH/2022/03/10

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Responsible for formulation and execution of pharmaceutical policies and programmes in the provision of curative, promotive, palliative and preventive health care services.
- Dispensing and compounding medicine.
- Verifying and maintaining information relating to the drugs issues to patients
- Ordering and recording of drugs and other supplies.
- Supervising other staff working under him/her.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Diploma in pharmaceutical Technologist from a recognized medical training college or institution.
- Be a registered pharmaceutical Technologist by the pharmacy and poisons Board.
- Computer skills will be added advantage.
- At least one-year experience in a busy hospital.
- Other requirements as per Scheme of Service for Pharmaceutical Technologist.

11. HEALTH RECORD AND INFORMATION MANAGEMENT OFFICERS/HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III, JG “H/G” THREE (3) POSTS

REF MCPSB /MOH/2022/03/11

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Data entry.
- Compile patients records and be able to generate monthly reports.
- Manage patients records and maintain clinic preparations for patients.
- Cording and indexing.

- Compile hospital administrative statistics.
- Report Health information for decision making.
- Any other duties as maybe assigned from time to time.

Requirements for Appointment

- Holder of Kenya certificate of secondary Education, or its equivalent.
- Certificate in Health records and Information Technology from a Kenya Medical Training College or other recognized institution
- Diploma in Health records and Information Technology from a Kenya Medical Training College.
- Two years post training experience in a busy hospital.
- Must be registered with relevant regulatory body.
- Use of EMR and KDHS is an added advantage.
- Other requirements as per Scheme of Service for Health Records and Information Officer.

DEPARTMENT OF TRADE, INVESTMENT, INDUSTRIALIZATION & COOPERATIVE DEVELOPMENT

12. DIRECTOR CO-OPERATIVE DEVELOPMENT, JG ‘R’ ONE (1) POST REF MCPSB /MOT/2022/03/12

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Advising on cooperative investments;
- Preparing reports for policy formulation;
- Enforcing compliance with co-operative legislation;
- Designing, coordinating and monitoring the implementation of co-operative activities, programmes and policies;
- Carrying out market research and disseminating findings;
- Promoting value addition and processing;
- Coordinating preparation and setting of performance targets and budget estimates;
- Facilitate capacity building for co-operatives, SACCOS and CIGS, linkages with other training institutions and development of co-operatives;
- Ensure implementation of County and National Co-operative policy.
- Facilitate the settlement of disputes in co-operatives and address complaints or customer care issues from co-operative or SACCO members.

Requirements for Appointment

- Be a Kenyan Citizen;
- Eight (8) years’ work experience in the relevant field three of which in senior management level in either public or private sector
- Bachelor’s degree in any of the following disciplines: -Commerce, Business Administration, Co-operative Management or Agricultural economics from a recognized institution;

- Master's degree will be an added advantage;
- Certificate in Senior Management Course lasting not less than Four (4) weeks from a recognized institution is an added advantage.
- Demonstrated administrative ability and a high degree of professional competence in planning, conducting and supervising co-operative work;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**13. ASSISTANT DIRECTOR TRADE AND INVESTMENT, JG 'P' ONE (1) POST
REF MCPSB /MOT/2022/03/13**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Ensure coordination, planning and administration of trade and investment functions in the County;
- Provide consultancy and technical guidance on trade issues;
- Ensure implementation of County and National trade policy;
- Oversee development of wholesale hubs or wholesale markets and retail markets in the distribution value chain;
- Promote existing investments and potential investment opportunities within the County;
- Analyze market situations and departmental decisions that may impact one another;
- Facilitate capacity building of Micro, Small and medium Enterprises (MSMEs), linkages with other training institutions and development of wholesale and retail trade;
- Attend investor and departmental meetings;
- Prepare quarterly investment reports indicating performance statistics in liaison with the Chief Officer;
- Coordinate development of the (MSMEs) engaged in trade;
- Responsible for staff supervision, development and appraisal;
- Conduct research, training and development on business development.

Requirements for Appointment

- Be a Kenyan Citizen;
- Six (6) years' work experience in the relevant field, two years in senior management position in Public or private sector
- Bachelor's degree in any of the following disciplines: -Commerce, Business Administration, Co-operative Management or Agricultural economics from a recognized institution;
- Master's degree will be an added advantage;
- Must have attended Senior Management Course lasting not less than Four (4) weeks from a recognized institution;
- Demonstrated high degree of professional and technical competence in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

DEPARTMENT OF DEVOLVED UNIT

14. DIRECTOR ENFORCEMENT & INSPECTORATE SERVICES, JG ‘R’ ONE (1) POST REF MCPSB /MOPS/2022/03/14

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Policy making, implementation of enforcement policy;
- Supervising, guiding, developing and mentoring of staff under him /her;
- Coordinating departmental meetings, ensuring that staff have uniforms and the necessary tools of work;
- Ensuring that drills and parade matters are coordinated;
- Coordinates supervision of field officers in given zone operational areas
- Any other duties assigned

Requirement for appointment

- Be a Kenyan Citizen;
- Eight (8) years’ work experience in the relevant field, three (3) years in senior management position in Public or private sector
- Bachelor’s Degree in the following disciplines: - Security Management; Criminology and Fraud Management; Criminology and Security Studies; Penology 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 will be 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 the Directorate of criminal investigations;
- Certificate in computer applications; and
- Demonstrated merit and shown ability as reflected in work performance.
- Satisfy the requirement of Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity.

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

REF MCPSB /MOPS/2022/03/15

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Help in Policy formulation
- 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 zone operational areas; and ensuring that staff maintained discipline;

- Receives and scrutinizes charge sheets from investigation officers;
- Peruses and advises on investigations witness in court;
- Produces exhibit 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, two years (2) in senior management position in public or private sector
- 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 will be 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.

16. CHIEF ENFORCEMENT OFFICERS, JG 'M' THREE (3) POSTS

REF MCPSB /MOPS/2022/03/16

Terms of service –Permanent and Pensionable

Duties and responsibilities;

- Enforcing various county laws and other relevant acts;
- Participating in regular patrols in the parking areas to ensure orderly parking and traffic management;
- Maintaining law and order in market and other business premises;
- Performing the duties of traffic marshals; overseeing cleanliness and orderliness of station of duty;
- Receiving and scrutinizing charge sheets from investigation officers;
- Supervising and maintaining discipline amongst his subordinates;
- Giving evidence in Court where County has interest in traffic matters; and
- Checking on insurance and facilitating the insurance of County vehicles.

Requirements for Appointment

- Be a Kenyan Citizen;
- Work experience of three (3) years related to the position in public or private sector
- Bachelor's Degree in the following disciplines: - Security Management; Criminology and Fraud Management; Criminology and Security Studies; Penology or its equivalent qualification from a recognized institution;
- Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution is an added advantage.
- Certificate of Good Conduct from the Directorate of criminal investigations;
- 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.

17. SENIOR ASSISTANT ENFORCEMENT OFFICERS, JG 'H' FOUR (4) POSTS REF MCPSB /MOPS/2022/03/17

Terms of service –Permanent and Pensionable

Duties and responsibilities;

- Enforcing various county laws and other relevant acts;
- Participating in regular patrols in the parking areas to ensure orderly parking and traffic management;
- Maintaining county laws, sanity and order in markets and other business premises;
- Performing the duties of traffic marshals;
- Overseeing cleanliness and orderliness of station of duty; and
- Receiving and scrutinizing charge sheets from investigation officers.

Requirements for Appointment

- Be a Kenyan Citizen;
- Diploma in the following disciplines: - Security Management; Criminology and Fraud Management; Criminology and Security Studies; Penology or its equivalent qualification from a recognized institution;
- Work experience of two (2) years related to the position
- Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution is an added advantage
- Certificate of Good Conduct from the Directorate of criminal investigations;
- 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.

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 **25thApril, 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