

REPUBLIC OF KENYA



MANDERA COUNTY GOVERNMENT



OFFICE OF COUNTY PUBLIC SERVICE BOARD; P.O. BOX 356-70300, MANDERA

Date: 9th December, 2020

INTERNAL ADVERTISEMENT FOR VACANT POSITION IN THE DEPARTEMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

Applications are invited from suitably qualified serving officers in the County Public Service in the various Department as listed in the table below: -

No	Designation	Job Group	No. of Posts	Advert No
Public Works , Roads and Transport				
1	Director Administration	R	1	CPSB/MORTW/2020/IA/12/01
2	Director Public Works	R	1	CPSB/MORTW/2020/IA/12/02
3	Director Roads	R	1	CPSB/MORTW/2020/IA/12/03
4	Deputy Director Public Works	Q	1	CPSB/MORTW/2020/IA/12/04
5	Deputy Director Roads and Transport	Q	1	CPSB/MORTW/2020/IA/12/05
6	County Civil Engineer	N	1	CPSB/MORTW/2020/IA/12/06

1. DIRECTOR ADMINISTRATION, JG “R” ONE (1) POST:

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Ensure all government administrative programs are coordinated and implemented effectively in the departments;
- Ensure that intergovernmental administrative issues are handled properly and in a timely manner;
- Develop and plan for budgets of administration department;
- 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 for staff in the department;
- Oversee preparation of 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 from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of first degree in social sciences, public administration or Business administration or its equivalent from a university recognized 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 five (5) years of which three in senior management position in public or private sector;
- Have served as an Assistant Director Administration and above for a minimum period of three years and above;
- Attended Senior management course from recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution.

2. DIRECTOR FOR PUBLIC WORKS, JG “R” ONE (1) POST

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Provides oversight of the Directorate and interprets and oversees compliance with laws, regulations, codes and/or standards;
- Review and formulation of construction and engineering services in the department and county government institutions and sites;
- Co-ordination of design, supervision of construction and maintenance of buildings and other public works;

- Reviewing and updating policies, systems and procedures for design in structural engineering services;
- Planning, designing, supervision of construction, contracts, materials investigation and research related to buildings and other structures;
- Formulating and reviewing general policies on procurement and maintenance of infrastructure;
- Overall planning, controlling and co-ordination of structural engineering services, designs and implementation;
- Carrying out quality assurance on structural engineering services;
- Approval of consultants designs; and coordinating evaluation and monitoring adherence and compliance with the set commitments and indicators in the departmental performance contract;
- Attend meetings and provide reports to the Chief Officer on a regular basis regarding the progress of individual projects under the responsibilities;
- Review improvement plans prepared by private firms for accuracy, design completeness and conformance to laws and County design criteria;
- Advice the Chief Officer on matters of Public Works;
- Any other related duties that may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor's degree in any of the following disciplines; structural Engineering, Architecture, Quantity survey or any equivalent qualification from a recognized university in Kenya;
- Must have relevant knowledge, experience and a distinguished career in Engineering field not less than five (5) years in the public service or equivalent in the private sector;
- Must have served in the capacity of Deputy Director or Assistant Director position in Public Sector relevant to the position
- Master's degree in a relevant field is an added advantage;
- Must have been registered Member with Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya as a Quantity Surveyor or Engineering Board of Kenya;

- To have Practicing Licence from the Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya or Engineers Registration Board of Kenya will be added advantage;
- Senior management course lasting not less than four (4) weeks from a recognized institution or a strategic leadership development course lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- Demonstrated general administrative ability required for direction, control and implementation of public works services;
- Demonstrated self-drive and proven leadership;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010.

3. DIRECTOR FOR ROADS & TRANSPORT, JG “R” ONE (1) POST

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Identify and prioritize roads/transport infrastructure projects;
- Reconstruction of failed roads, upgrading gravel roads, by-passes, interchanges, bridges, non-motorised etc.;
- Design, prepare BOQs, cost estimates and tender documents;
- Supervise construction works, project management and contract administration;
- Identifying suitable sources of development funds and preparing proposals;
- Prepare section budget plan;
- Prepare Section and project reports-monthly, quarterly and annual;
- M & E of annual budget/targets and strategic plan targets;
- Staff supervision and performance management;
- Training needs assessment and planning;
- Implementation of the national transport policy;
- Provision of motor vehicle inspection services; Provision of mechanical (road) and transport services;
- Development and maintenance of county roads;
- Material testing and advice on usage;

- Protection of road reserves;
- Any other related duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a degree in Civil engineering or an equivalent from a recognized university in Kenya;
- Be registered member by the Engineers Registration Board in Kenya and a member of the Institute of Engineers of Kenya;
- Must have relevant knowledge, experience and a distinguished career in Engineering services of not less than five (5) years in the public service or equivalent in the private sector;
- Must have served in the capacity of Deputy Director /Assistant Director Roads and Transport in Public sector relevant to the position
- A master's degree in Civil Engineering from a recognized university will be an added advantage;
- Demonstrated self-drive and proven leadership;
- Certificate in senior management or strategic leadership course will be an added advantage;
- Certificate in computer applications;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010;

4. DEPUTY DIRECTOR FOR PUBLIC WORKS, JG “Q” ONE (1) POST

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Provision of public works planning services;
- Development and maintenance of public buildings;
- Maintenance of inventory of county government property buildings;
- Provision of mechanical and electrical services (building services);
- Prequalification of contractors and materials suppliers at the county level;
- Prequalification of architects and quantity surveyors;

- Provision of architectural services and other public works;
- Work on architectural projects within the county including client liaison and design;
- Assist the county in the day to day operations of the county design;
- Provides various pre-design services;
- Take responsibility of time management of assigned jobs;
- Attend meetings and provide reports to the Director on a regular basis regarding the progress of individual projects under their responsibilities;
- Develop and recommend policy options and alternatives for consideration by the County;
- Review improvement plans prepared by private firms for accuracy, design completeness and conformance to laws and County design criteria
- Any other related duties assigned by your supervisor from time to time

Requirements for Appointment

- Be Kenyan citizen;
- Bachelor's degree in any of the following disciplines; structural Engineering, Architecture, Quantity survey or any equivalent qualification from a recognized university in Kenya;
- Must have relevant knowledge, experience and a distinguished career in Engineering services of four (4) in the public service or equivalent in the private sector;
- Must have been registered member with Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya as a Quantity Surveyor or Engineering Board of Kenya;
- Master's degree in a related field is an added advantage;
- Have sound technical knowledge of architectural project delivery;
- Demonstrate progressively, expertise in the areas of design, presentation and technical skills;
- Proficiency with Auto CAD/civil 3 Dimensions;
- Certificate in management or supervisory course lasting not less than four (4) weeks will be an added advantage
- Demonstrated self-drive and proven leadership;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010;

5. DEPUTY DIRECTOR FOR ROADS & TRANSPORT, JG “Q” ONE (1) POST

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Identify and prioritize roads/transport infrastructure projects;
- Reconstruction of roads, upgrading gravel roads, by-passes, interchanges, bridges, non-motorised Roads etc.;
- Design, prepare, BOQs, cost estimates and tender documents;
- Supervise construction works, project management and contract administration;
- Identifying suitable sources of development funds and preparing proposals;
- Prepare section budget plan;
- Section and project reports-monthly, quarterly and annual;
- M & E of annual budget/targets and strategic plan targets;
- Co-ordinate general administration control and discipline of the departmental staff, staff recruitment, training and development.
- Staff supervision and performance management;
- Training needs assessment and planning;
- Implementation of the national transport policy;
- Provision of motor vehicle inspection services; Provision of mechanical (road) and transport services;
- Development and maintenance of county roads;
- Material testing and advice on usage;
- Protection of road reserves.
- Any other related duties that may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a degree in Civil engineering or an equivalent from a recognized university in Kenya;
- A master’s degree in Civil Engineering from a recognized university will be an added advantage;

- Be registered member of Engineers Registration Board in Kenya and a member of the Institute of Engineers of Kenya;
- Must have relevant knowledge, experience and a distinguished career in Engineering services of four (4) years in the public service or equivalent in the private sector;
- Certificate in management or supervisory course lasting not less than Four (4) weeks will be added advantage;
- Certificate in computer applications and computer Aided Design Software;
- Thorough knowledge and understanding of the County Government goals;
- Satisfied the requirement of Chapter six (6) of the Constitution of Kenya, 2010

6. COUNTY CIVIL ENGINEER, JG “N” ONE (1) POST

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Assist in preparation of tender documents for road maintenance projects;
- Assist in carrying out studies in maintenance works and collect data to be used in further maintenance works;
- Assist in undertaking feasibility studies for new road maintenance work;
- Make site visits and report progress of work;
- Assists in carrying out road maintenance inspection and prepares progress report and recommendation. Prepares periodic report;
- Assists in raw data collection and traffic flow;
- Assists in design work (road and structures);
- Participates in the evaluation of tenders;
- Assists in supervision of consultants and contractors;
- Any other duties relevant to the specialization as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- A Bachelor of Science degree in Civil Engineering or comparable qualification from a recognized university and Served for a minimum period of one year as Engineer (works);
- Have at least 3 years of experience in public or private sectors;

- Have a high degree of professional competence, administrative capacity and leadership qualities required for effective planning direction, control and coordination of technical projects;
- Demonstrated general administrative ability required for direction, control and implementation of Civil Engineering programmes and;
- Have a thorough understanding of national goals, policies and development objectives;
- Satisfy the requirements of chapter six of the constitution

HOW TO APPLY

Interested and qualified serving officers shall fill in Mandera County employment application form. The forms can be obtained from Mandera County Government website: www.mandera.go.ke or County Public Service Board office.

The completed application forms should be sent to:

**The Secretary,
Mandera County Public Service Board,
P.O. Box 356-70300,
Mandera.**

OR be hand delivered to the Mandera County Public Service Board Office at Mandera Vocational Training Centre so as to reach the Board on or before **Wednesday 16th, December, 2020** at **4.00pm**.

Note

- Candidates should attach copies of academic and professional certificates to the application form;
- Only shortlisted candidates will be contacted;
- Canvassing in any form will lead to automatic disqualification;
- All serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview. In addition, they required to ensure that the Authorized Officer recommendation form is forwarded to the Board before interview.
- No hand written application shall be accepted; all the details must be captured in the employment application form.