



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD



P.O. Box 356-70300, MANDERA

DATE: 26th September, 2022

VACANCY ANNOUNCEMENT

Pursuant to the provision of section 45 of the County Government Act, 2012, Mandera County Public Service Board wishes to recruit qualified and suitable persons to fill position in the following departments: -

COUNTY CHIEF OFFICERS, TWENTY-EIGHT (28) POSTS

REF MCG/MCPSB/CCO/2022/09/01

Terms of Service-Contract

Salary: As prescribed by Salary and Remuneration Commission (SRC)

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| 1. Roads & Transport | 13. Culture, Tourism & Gender Affairs | 24. Public Service Administration, Management & Co-ordination |
| 2. Public Works & Housing | 14. Youth and Sports | 25. Devolved Unit & Inspectorate Services |
| 3. Trade & Investment | 15. Social Services | 26. Community Cohesion, Conflict Management, Prevention of Radicalization & Extremism |
| 4. Co-operative Development | 16. Special Programs & Disaster Management | 27. Good Governance, Public Participation & Institutional Reform |
| 5. Vocational & Technical Training | 17. Lands, Survey & Physical Planning | 28. Intergovernmental & Donor Relations –Office of the Governor |
| 6. Education & Early Childhood Development | 18. Urban Development | |
| 7. Agriculture & Rangeland Management | 19. Water | |
| 8. Livestock Development & Fisheries | 20. Irrigation | |
| 9. Financial & Accounting Services | 21. Energy, Environment, Natural Resources Management & Climate Change | |
| 10. Revenue Services | 22. Medical Services | |
| 11. Economic Planning & Statistics | 23. Public Health & Sanitation | |
| 12. ICT & E-Government | | |

Duties and responsibilities

- General administration and coordination of the respective County Department;
- Develop, implement and review policies and legal framework of the relevant county department;
- Prepare the department budget estimates, overseeing the management of department resources, annual work plans and Programs;
- Implement and monitor the Performance Management system within the department;
- Ensure the departmental staff are efficiently managed and their capacities enhanced;

- Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya
- Any other duties as may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of a Degree from a university recognized in Kenya;
- Master's degree will be an added advantage;
- Have ten (10) years of relevant professional experience; and at least five (5) years' experience in a leadership position at a senior management level in public service or private sector organization;
- Meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution;
- Demonstrate a high degree of professional and technical competence in work performance and results;
- Demonstrate a thorough understanding of devolution, the county development objectives and vision 2030;
- Have the capacity to work under pressure to meet set deadlines.

How to apply

Interested applicants should fill in Mandera County employment application forms 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 application form.

Applications should reach the County Public Service Board **on or before 10th, October 2022 at 4 pm.**

The 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