



# MANDERA COUNTY GOVERNMENT

OFFICE OF THE GOVERNOR  
P. O. Box 13 - 70300, Mandera, Kenya



Date: 26<sup>th</sup> September, 2022

## VACANCY ANNOUNCEMENT

Pursuant to the provision of sections 35, 36 and 44 of the County Government Act 2012, Mandera County Government wishes to invite applications from qualified Kenyan Citizen for appointment to fill the following positions.

### **1. COUNTY EXECUTIVE COMMITTEE MEMBER, TEN (10) POSTS**

**REF MCG/OG/2022/09/01**

**Terms of Service-Contract**

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

1. Roads, Public Works and Housing
2. Trade and Co-operative Development.
3. Education
4. Agriculture, Livestock & Fisheries
5. Finance and Economic Planning.
6. Department of Social Services, Youth, Sports, Culture and Gender Affairs.
7. Lands & Urban development
8. Water, Energy, Environment and Climate Change
9. Health
10. Public Service, Devolved Units, Administration & Community Cohesion

### **Duties and Responsibilities**

- To supervise the administration and delivery of services in the respective departments of the county government;
- Implement county legislation;
- Implement, within the county, national legislation to the extent that the legislation so requires;
- Manage and coordinate the functions of the county administration and its departments.
- Provide the county assembly with the full and regular reports on matters relating to the relevant county department;
- May advise the Governor on matters within his/her area of jurisdiction;
- Any other duties as may be assigned by H.E the Governor or County Legislation;
- Perform any other functions conferred on him/her by Constitution of Kenya 2010 or national legislation;

### **Requirements for appointment**

- Be a Kenyan citizen;
- Be a holder of a degree from a University recognized in Kenya;
- A Master's degree will be an added advantage;

- Demonstrate a thorough understanding of devolution, County Development objectives and commitment to the values and principles as outlined in Articles 10 and 232 of the constitution of Kenya 2010;
- Have knowledge, experience and a distinguished career of not less than ten (10) years in the field relevant to the portfolio to which the person is seeking to be considered;
- Understand the diversity, challenges and opportunities within the county;
- Have capacity to work under pressure to meet strict deadline;
- Meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution

## **2. COUNTY SECRETARY, ONE (1) POST**

**REF MCG/OG/2022/09/02**

### **Terms of Service-Contract**

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

### **Duties & responsibilities**

- Head of the County Public Service;
- Be responsible for arranging the business and keeping the minutes of the county executive committee subject to the directions of the executive committee;
- Convey the decisions of the county executive committee to the appropriate persons or authorities;
- Provide strategic policy direction to improve service delivery in the County Public Service
- Ensuring efficient management of County Resources, Co-ordination and implementation of County Government Policies
- Interpreting and overseeing implementation of National and County Government Policies
- Perform any other functions as directed by the county executive committee.

### **Requirements for appointment**

- Be a Kenyan citizen;
- Be a holder of a degree from a University recognized in Kenya;
- A Master's degree will be an added advantage;
- Have ten (10) years relevant professional experience and at least five years' experience in a leadership position at a senior management level in the public service or private sector organization;
- Understand the diversity, challenges and opportunities within the county;
- Have capacity to work under pressure to meet strict deadline;
- Meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

### **How to apply**

Interested and qualified persons are requested to submit an application letter together with copies of detailed *curriculum vitae*, academic and professional certificates and the national Identity Card. The application should be in an envelope indicating the position applied for on top and submitted to the undersigned **on or before 7<sup>th</sup> October, 2022 at 4 pm.**

The chairperson,  
Selection panel  
Office of the Governor  
P.O. Box 13-70300, Mandera