



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

P.O. Box 356-70300, MANDERA



Date: 24th November, 2022

VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the Office of the Governor, Mandera County Government.

1. County Coordinators of Efficiency Monitoring Unit, JG 'R' THREE (3) POSTS

REF: MCPSB/OOG/2022/11/01

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- Continuous Monitoring and analyzing the implementation of Government policies and programmes with a view to advising the Government on any challenges and recommending remedial measures;
- Reviewing existing management systems of public sector organizations with a view to improving their effectiveness and efficiency;
- Monitoring working environment in the public sector and the conditions of public offices with a view to making appropriate recommendations for improvement;
- Recommending to the County Government on implementation and monitoring of the national performance management system which will facilitate citizen participation in the evaluation of the performance of county government; and public sharing of performance progress report;
- Promote management accountability in the Public Service and assessing implementation of Government policies, programmes and proposing appropriate recommendations;
- Provide technical support in issues related to: Human Resource Management, Civic Education, Governance, Performance Management, and Collaborative partnership with stakeholders and legal matters.
- Studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects; assessing sustainability of completed development projects;
- Any other duties assigned from time to time by immediate supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor's Degree in any of the following fields: Economics, Business Administration, Public Administration, Computer Science, Human Resource Management/Development, Education, Law, Engineering or in any other related social science Degree from a recognized institution;
- Have eight (8) years' experience in Public or Private sector three (3) years of which

should be in leadership and management position

- Have experience, and credibility to operate at a senior level in a government operating environment, excellent political judgement and discretion is essential.
- Have a highly developed analytical skills that can be deployed in a range of contexts.
- Have a proven track record of delivery whether policy, operational or functional.
- Ability to work in the face of a range of competing views and priorities, possessing of negotiation skills.
- Good communicator and resource mobiliser,
- Good in drafting of proposals and presentational skills;
- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity.

2. Sub-County Coordinators of Efficiency Monitoring Unit, JG ‘Q’ THREE (3) POSTS

REF: MCPSB/OOG/2022/11/02

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- Provide technical support in issues related to: Human Resource Management, Governance and Performance Management at Sub- County level;
- Promote management accountability in the Public Service and assessing implementation of Government policies, programmes and proposing appropriate recommendations;
- Coordination of the County's planning and reporting processes.
- Identification of projects and programme to ensure that public services are delivered in a manner that takes into account prudent, economic, efficient, effective and sustainable use of available resources.
- Any other duties assigned from time to time by immediate supervisor

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor’s Degree in any of the following fields: Economics, Business Administration, Public Administration, Computer Science, Human Resource Management/Development, Education, Law, Engineering or in any other social science related degree from a recognized institution;
- Have seven (7) years’ experience in Public or Private sector three (3) years of which should be in leadership and management position
- Have experience and credibility to operate at a senior level in a government operating environment, excellent political judgement and discretion is essential.
- Have a highly developed analytical skills that can be deployed in a range of contexts.
- Have a proven track record of delivery whether policy, operational or functional.
- Ability to work in the face of a range of competing views and priorities, possessing of negotiation skills.
- Good communicator and resource mobiliser,
- Good in drafting of proposals and presentational skills;
- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity.

3. Deputy Sub-County Coordinators of Efficiency Monitoring Unit, JG “P” THREE (3) POSTS

REF: MCPSB/OOG/2022/11/03

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- Provide technical support in issues related to: Civic Education, Collaborative partnership with stakeholders and legal matters at Sub –County level;
- Promote management accountability in the Public Service and assessing implementation of Government policies, programmes and proposing appropriate recommendations;
- Coordination of the County's planning and reporting processes;
- Identification of projects and programme to ensure that public services are delivered in a manner that takes into account prudent, economic, efficient, effective and sustainable use of available resources.
- Any other duties assigned from time by immediate supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor’s Degree in any of the following fields: Economics, Business Administration, Public Administration, Computer Science, Human Resource Management/Development, Education, Law, Engineering or in any other social science related Degree from a recognized institution;
- Have six (6) years’ experience in Public or Private sector two (2) years of which should be in leadership and management position
- Have experience, and credibility to operate at a senior level in a government operating environment., excellent political judgement and discretion is essential;
- Have a highly developed analytical skills that can be deployed in a range of contexts;
- Have a proven track record of delivery whether policy, operational or functional;
- Ability to work in the face of a range of competing views and priorities, possessing of negotiation skills;
- Good communicator and resource mobiliser;
- Good in drafting of proposals and presentational skills;
- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity.

4. County Coordinators of Delivery Unit, JG “R” THREE (3) POSTS

REF: MCPSB/OOG/2022/11/04

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- Monitoring and analyzing the implementation of Government Projects and programmes with a view to advising the Government on any challenges and recommending remedial measures;
- Reviewing existing implementation systems of public sector projects with a view to improving their effectiveness and efficiency with a view to making appropriate recommendations for improvement;
- Promote management accountability in the Public Service and assessing implementation of Government projects, programmes and proposing appropriate recommendations;
- Providing strategic policy direction for effective service delivery
- Ensure that government policies and projects are implemented within given time frame and expected quality (value for money spent).
- working collaboratively with County Government Departments to fast track the implementation of high priority development projects;
- keep the Governor informed on a timely and regular basis of progress against his priorities;
- Maintain a regular weekly reporting template on the performance of flagship projects and a monthly “Governor’s Dashboard” to ensure the Governor is fully aware of progress and barriers, including acting as an “early warning system” to identify risks and bottlenecks.
- Establish a framework for progressively achieving a County Government culture of data-driven decision making;
- Review planning processes and assist County Departments to know step-by-step what needs to be done to deliver results on high priority programmes.
- Any other duties to be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor’s degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Agricultural Economics, Dairy Technology, Agricultural Education and Extension, Degree in Engineering, Environmental Health, Education, Business Administration, Public Administration or any other Social science related Degree from a recognized institution.
- Have eight (8) years’ experience in Public or Private sector three (3) years of which should be in leadership and management position
- Have experience, and credibility to operate at a senior level in a government operating environment, delivery experience, excellent political judgement and discretion is essential.
- Have a highly developed analytical skills that can be deployed in a range of contexts.
- Have a proven track record of delivery of projects. Familiarity with portfolio management approaches would be valuable.

- Ability to deliver a challenging and complex agenda - particularly in supporting projects which need to turnaround; to deliver a step-change in performance;
- Ability to work in the face of a range of competing views and priorities, possessing highly-developed communication and negotiation skills with stakeholder in order to facilitate issue resolution and unblock issues delaying implementation.
- Assess progress against project delivery plans, highlighting key risks to delivery, proposing mitigation measures and escalating to decision-makers where appropriate.
- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity.

5. Sub-County Coordinators of Delivery Unit, JG “Q” THREE (3) POSTS

REF: MCPSB/OOG/2022/11/05

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- Provide technical support on issues related to: Agriculture/Livestock, Health and Education and other Devolved functions in the County
- Promote management accountability in the Public Service and assessing implementation of Government projects, programmes and proposing appropriate recommendations;
- Coordination of the County’s planning and reporting processes;
- Strengthen institutional mechanisms for outcomes performance management;
- To put in place systems for innovative ways to implement programmes and projects with high impacts and low delivery risk to the county;
- Coordinate public sector transformation, performance improvement in critical service delivery areas and to ensure that all energies and efforts are properly aligned to promote a delivery system that holds people responsible hierarchically, with rewards and sanctions as appropriate.
- Any other duties assigned from time to time

Requirements for Appointment

- Bachelor’s degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Agricultural Economics, Dairy Technology, Agricultural Education and Extension, Degree in Engineering, Environmental Health, Education, Business Administration, Public Administration or any other Social science related Degree from a recognized institution.
- Have seven (7) years’ experience in Public or Private sector three (3) years of which should be in leadership and management position
- Have experience, and credibility to operate at a senior level in a government operating environment, delivery experience, excellent political judgement and discretion is essential;
- Have a highly developed analytical skills that can be deployed in a range of contexts.
- Have a proven track record of delivery of projects. Familiarity with portfolio management approaches would be valuable;

- Be a Kenyan citizen
- Ability to deliver a challenging and complex agenda - particularly in supporting projects which need to turnaround; to deliver a step-change in performance; or handling agendas that are diffuse or ill-defined;
- Ability to work in the face of a range of competing views and priorities, possessing highly-developed communication and negotiation skills with stakeholder in order to facilitate issue resolution and unblock issues delaying implementation;
- Assess progress against project delivery plans, highlighting key risks to delivery, proposing mitigation measures and escalating to decision-makers where appropriate;
- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity.
- Any other duties to be assigned from time to time

6. Deputy Sub-County Coordinators of Delivery Unit, JG “P” THREE (3) POSTS

REF: MCPSB/OOG/2022/11/06

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- Provide technical support on issues related to: Infrastructure development, Economics /Trade and Environmental interventions, Health, Agriculture, water and other Devolved functions
- Promote management accountability in the Public Service and assessing implementation of Government projects, programmes and proposing appropriate recommendations;
- Coordination of the County's planning and reporting processes.
- Strengthen institutional mechanisms for outcomes performance management;
- To put in place systems for innovative ways to implement programmes and projects with high impacts and low delivery risk to the county;
- Coordinate public sector transformation, performance improvement in critical service delivery areas and to ensure that all energies and efforts are properly aligned to promote a delivery system that holds people responsible hierarchically, with rewards and sanctions as appropriate.
- Any other duties assigned by immediate supervisor from time to time

Requirements for Appointment

- Be a Kenyan citizen;
- Bachelor's degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Agricultural Economics, Dairy Technology, Agricultural Education and Extension, Degree in Engineering, Environmental Health, Education, Business Administration, Public Administration or any other Social science related Degree from a recognized institution
- Have six (6) years' experience in Public or Private sector two (2) years of which should be in leadership and management position

- Have experience, and credibility to operate at a senior level in a government operating environment, delivery experience, excellent political judgement and discretion is essential;
- Have a highly developed analytical skills that can be deployed in a range of contexts.
- Have a proven track record of delivery of projects. Familiarity with portfolio management approaches would be valuable;
- Ability to deliver a challenging and complex agenda - particularly in supporting projects which need to turnaround; to deliver a step-change in performance; or handling agendas that are diffuse or ill-defined;
- Ability to work in the face of a range of competing views and priorities, possessing highly-developed communication and negotiation skills with stakeholder in order to facilitate issue resolution and unblock issues delaying implementation;
- Assess progress against project delivery plans, highlighting key risks to delivery, proposing mitigation measures and escalating to decision-makers where appropriate.
- Satisfy the requirements of Chapter Six of the constitution on Leadership and Integrity

7. Head of Countering Violence Extremism Coordinator, JG “P” ONE (1) POST

REF: MCPSB/OOG/2022/11/07

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- General administration and coordination of countering violence extremism;
- Develop, implement and review policies and legal framework to support countering violence extremism in the County;
- Developing, implementing and monitoring of the Performance Management system within the Sub-County on combating violence;
- Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Advise the County on matter related to maintenance of peace and programmes to support the effort of the County Government in combating violence extremism in the County
- Develop de-radicalization strategy jointly with all stake holders;
- Operationalize counter-narrative in all media on the true position of Islam to counter the falsified campaign by terrorists about Islam;
- Facilitate establishment of rehabilitation centers for drug addicts;
- Engage specific stakeholder groups within society to keep the de-radicalization efforts continuously in motion;
- Collaborate and coordinate de-radicalization activities in line with national de-radicalization strategy
- Promotion of youth empowerment projects and programs.
- Any other duties related to peace building as may be assigned from time to time

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of Bachelor's Degree in religious studies from a university recognized in Kenya;
- Have six (6) years of relevant experience related to peace building
- 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.

8. Countering Violence Extremism Sub-County Coordinators, JG "N" EIGHT (8) POSTS

REF: MCPSB/OOG/2022/11/08

Terms of service – Contractual terms of 3 years

Duties and Responsibilities

- General administration and coordination of countering violence extremism;
- Develop, implement and review policies and legal framework to support countering violence;
- Developing, implement and monitor the Performance Management system within the Sub-County on combating violence;
- Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Advice the County on mater related to maintenance of peace and programmes to support the same;
- Any other duties related to peace building as may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of Bachelor's Degree in religious studies from a university recognized in Kenya;
- Have five (5) years of relevant experience related to peace building;
- 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 applicant should fill in Mander County employment application form and attach copies of Certificates, Testimonials and Identity card. The Form can be downloaded from Mander County Website *www.mandera.go.ke* or obtained from Mander County Public Service Board office.

No online application will be accepted. Mander 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 Mander County Government employments application form.

Applications should reach the County Public Service Board on or before **14th December, 2022 at 4.30pm.**

Application should be submitted in a sealed envelope clearly marked on the left side the position applied for and vacancy number and;

Addressed to:

Secretary,

Mander County Public Service Board,

P.O. Box 356-70300, Mander