

REPUBLIC OF KENYA



MANDERA COUNTY GOVERNMENT



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

27th April,2020

VACANCIES ANNOUNCEMENT

Mandera County Public Service Board invites applications from suitable and qualified Kenya Citizens to fill the following vacant positions

OFFICE OF THE GOVERNOR

1. Head of Protocol Unit-Job group ‘Q’-one (1) Post

Terms of service –3 years Contract

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in Security related field from a university recognized in Kenya;
- Have public sector experience in National security preferably as retired military officer, National Police Service or any other security organ of not less than 7 years.
- Satisfy the requirements of Chapter Six of the Constitution.

Duties and responsibilities

- He or she will be the Head of the County protocol unit
- Organizing and Coordinating Official County functions;
- Provision of logistical support for distribution of the Governors’ speech;
- Provision of effective interface between the County and helps in organizing public participation forums.
- Coordination of preparation of official County departmental functions where the Governor is in attendance
- Promotion of good protocol practices in County offices and functions;
- Maintenance of etiquette and decorum in official County and Governor functions;
- Preparation and designing of invitation cards and car stickers for all national days and State functions;
- Organization of County and State luncheons and banquets;
- Liaison with departments and agencies in organizing official functions;
- Facilitation of signing of visitors’ book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Identification and preparation of sites for official, Governor’s and State

ceremonies;

- Providing advice on flag protocol and Provision of secretariat services to the County celebrations steering committee

2. Deputy Head of protocol unit –job group ‘P’ one (1) post

Terms of service –3 year’s contract

Requirement for appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in Security related field from a university recognized in Kenya;
- Have public sector experience in National security preferably retired military officer, National Police Service or any other security organ of not less than 5 years.
- Satisfy the requirements of Chapter Six of the Constitution

Duties and responsibilities

- Deputize the Head of protocol unit in organizing County function
- Helps in effective interface between the County and the public and helps in organizing public participation forum.
- Coordination of preparation of official County departmental functions;
- Promotion of good protocol practices in County offices and functions;
- Maintenance of etiquette and decorum in official County and Governor functions;
- Helps in Preparation and designing of invitation cards and car stickers for all national days and State functions at the County
- Organization of County and State luncheons and banquets;
- Liaison with departments and agencies in organizing official functions
- Any other duties that may be assigned from time to time

3. Chief protocol officers –job group ‘M’-three (3) post

Terms of service –3 year’s contract

Requirement for appointment

- Be a holder of at least a diploma in Security related field from a university recognized in Kenya;
- Have public sector experience in National security preferably retired military officer, National Police Service or any other security organ of not less than 4years.
- Satisfy the requirements of Chapter Six of the Constitution

Duties and responsibilities

- preparation of official County departmental functions;
- Helps in Promotion of good protocol practices in County offices and functions;
- Maintenance of etiquette and decorum in official County and Governor functions;
- Helps in Preparation and designing of invitation cards and car stickers for all national days and State functions;

- Organization of County and State luncheons and banquets;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Identification and preparation of sites for official, Governor's and State ceremonies;
- Organization of State and County installations following national elections;
- Any other duties that may assigned from time to time.

4. Senior protocol officer job group 'L' three (3) posts

Terms of service -3 years' contract

- Be a Kenyan citizen;
- Be a holder of at least a Diploma in social Science related field from a university recognized in Kenya;
- Have knowledge, experience and a distinguished career of not less than 3 years in protocol, public administration and leadership
- Experience in National security will be an added advantage
- Satisfy the requirements of Chapter Six of the Constitution

Duties and responsibilities

- Helps the chief protocol officers in preparation of official County departmental functions;
- Helps in Promotion of good protocol practices in County offices and functions;
- Helps in maintenance of etiquette and decorum in official County and Governor functions;
- Helps in Preparation and designing of invitation cards and car stickers for all national days and State functions;
- Organization of County and State luncheons and banquets;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Identification and preparation of sites for official, Governor's and State ceremonies;
- Organization of State and County installations following national elections;
- Any other duties that may assigned from time to time

MANDERA MUNICIPALITY

1. FIRE -ENGINE DRIVERS – JG “G” – SEVEN (7) POSTS

Terms of Service –Permanent and pensionable

Duties and responsibilities

- Responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury;
- Safely and efficiently driving the fire engine to the scene of fire in response to an emergency;

- Operating the fire engine pumps and other fire/ rescue apparatus safely and efficiently;
- Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition;
- Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's specifications;
- Perform all functions of a fire fighter;
- Any other duties that may be assigned by the immediate supervisor.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a Kenya Certificate of Secondary Education OR KCPE, OR seven years' experience in lieu of KCSE or KCPE
- Possess a valid motor vehicle driving license class BCE;
- Have minimum one (1) year proven experience in fire engine driving and operating of firefighting equipment for the fire-engine drivers;
- Have proven experience in managing disasters;
- Be physically and medically fit as certified by a Government Doctor;
- Have knowledge of the Traffic Act and other related regulations;
- Be a holder of a firefighting/ rescue service certificate or relevant certificate from an institution recognized in Kenya;
- Possess a first-aid certificate lasting not less than one week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- Certificate of vehicle mechanics/ maintenance and repair will be an added advantage;
- Former members of the disciplined forces and the NYS who have undergone firefighting training or ex-fire fighters will have added advantage.

2. FIRE CREW – JG “F” – FIVE (5) POSTS-JOB GROUP ‘F’

Terms of service –permanent and pensionable

Duties and responsibilities

- Operating firefighting appliances and communication equipment;
- Performing specialized functions in preparing and responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury as a result of fire;
- Responding to emergency calls with utmost speed and efficiency;
- Safeguarding their own and other people's personal safety at all times;
- Assisting in rescue operations;
- Inspection and maintenance of appliances and equipment and ensuring they are in good repair in accordance with County firefighting policies and procedures;
- Any other duties that may be assigned by the immediate supervisor

Requirements for appointment

- Be a Kenya citizen;
- Be a holder of a Kenya Certificate of Secondary Education, KCPE
- Be a holder of a firefighting/ rescue service certificate or relevant certificate from an institution recognized in Kenya;
- Have a first-aid certificate lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- Have minimum one (1) year proven experience in fire-fighting and operation of fire-fighting equipment;
- Be physically and medically fit as certified by a Government Doctor;
- Former members of the disciplined forces and the NYS who have undergone firefighting training or ex-fire fighters will have added advantage.

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.

Applications should reach the County Public Service Board **on or before 12th May, 2020 at 4.00pm** Or be hand delivered to the office of the County Public Service Board at Mandera Vocational Training Centre.

No online application will be accepted.

The Board will not accept any other form of application except Mandera County Government employments application form stated above.

Mandera County Government is equal opportunity employer

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

Addressed to:

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