

REPUBLIC OF KENYA



MANDERA COUNTY GOVERNMENT



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

DATE: 30th May, 2020

VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions for Elwak municipality, Elwalk Water and Sewerage Company Mandera Municipality and Mandera Water and sewerage Company as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012

VACANCY IN ELWAK MUNICIPALITY, ELWALK WATER AND SEWAREGE COMPANY, MANDERA MUNICIPALITY, MADAWASCO AND THE COUNTY PUBLIC SERVICE BOARD

**1. MUNICIPAL MANAGER, ELWAK–JG “Q” ONE (1) POST:
REF MCPSB /2020/05/01**

Terms of Service: five years’ contract

Duties and responsibilities

- The Municipal Manager shall implement the decisions and functions of the Board of the Municipality and shall be answerable to the Board;
- Act on behalf of the Board of the Municipality- In ensuring the execution of the directives of the Board of the Municipality and During all intervals between meetings of the Board of the Municipality;
- Prepare and present for approval to the Board of the Municipality an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- Be responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector and community based organizations;
- Prepare annual report on the activities and accomplishments of the departments of municipality and submit it to the Board and share with relevant stakeholders
- Act as an ex-officio member of all committees of the Board of the Municipality
- The Municipal Manager shall be fully responsible for the proper conduct of the executive and administrative work and affairs of the Municipality;
- Enforce the provisions of municipal Charter, Municipal By-laws, and all applicable laws;
- Exercise such other powers as may be prescribed by this Charter, by-laws and applicable laws.

- Such other functions as the Board may, by order, confer upon the Municipal Manager

Requirements for appointment

- Be a citizen of Kenya;
- Hold a degree from a university recognized in Kenya or its equivalent;
- Must have at least ten (10) years' experience, five (5) years of which must have been in a senior management level in reputable organization;
- Must be computer literate in Microsoft package from a recognized institution;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

2. CHIEF EXECUTIVE OFFICER(CEO-ELWASCO) –JG “R” ONE (1) POST: REF MCPSB/2020/05/02

Terms of service - Five years' contract

Duties and responsibilities

- Promote and conserve of water supply sources;
- Formulate water control guidelines in accordance with the provisions of prevailing national Water Laws;
- Plan for the continuous improvement of county water and sewerage services;
- Ensure full compliance with set and agreed upon Water services delivery standards, SPA benchmarks and annual PC Targets;
- Ensure implementation public participation in the planning, control, M&E of Elwak water services as well as community based, pro-poor services delivery approaches;
- Demonstrate full compliance with set and permitted levels in water abstraction while ensuring full payment for statutory water use fees;
- Ensure compliance with all formulated policies, regulations, Tariffs and local norms/ Standards for the delivery of water & sewerage services in the Elwak Municipality;
- Ensure appropriate payment for water supplies and sewerage systems operation and maintenance costs as well as personnel emoluments while a remaining commercially viable entity;
- Assist in the planning of water resource development by forecasting and monitoring water usage and rainfall;
- Liaise with stakeholders and government agencies on water Services delivery in the counties;
- Negotiate, Sign and ensure compliance with Service Provision Agreements (SPAs) and performance contracts (PCs) with CWSPs;
- Ensure water services delivery and water supply facilities maintenance standards are adhered to at all times;
- Involve views of all stakeholders in the planning, organization, control and M&E of the services of the ELWASCO;
- Budgetary, control, accounting and reporting responsibilities of at least ksh.50M annually;

- Custodian of all ELWASCO infrastructure and Assets;
- Exercise such other powers as may be prescribed by Water act, by-laws and applicable laws.

Requirements for appointment

- Be a citizen of Kenya;
- Hold a degree from a university recognized in Kenya or its equivalent;
- Must have at least Seven (7) years' of experience,
- Must be computer literate in Microsoft package from a recognized institution;
- Knowledge of relevant legislations, Water resources management rules, Water laws, Service Provision Agreements (SPAs), e.t.c;
- Knowledge of professional standards (Design Manual, Sphere Guidelines, Water service Levels, Drinking Water Standards, e.t.c);
- Knowledge of Environmental Impact Assessment and Audit studies;
- Knowledge in use Participatory M&E Tools;
- Budget, Annual Work Plan & Procurement Plan preparation knowhow;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

3. DEPUTY CHIEF EXECUTIVE OFFICER(D/CEO,ELWASCO AND MADAWASCO) –JG “Q” TWO (2) POSTS: REF MCPSB/2020/05/03

Terms of service –permanent and pensionable

Duties and responsibilities

- The deputy CEO shall deputize the CEO in execution of duties.
- The deputy CEO shall implement the decisions and functions of the Boards;
- Assist the CEO in the execution of the mandate of the Board of the Boards;
- responsible for building and maintaining a strong alliance and effective working relationships between the Board and the civil society, private sector and community based organizations;
- Help in Enforcement of the provisions of County and national legislation on Water and all applicable laws;
- Perform any other duties that may be assigned from time to time

Requirements for appointment

- Be a citizen of Kenya;
- Hold a degree from a university recognized in Kenya or its equivalent;
- Must have at least ten (5) years' of experience;
- Must be computer literate in Microsoft package from a recognized institution;
- Understanding national goals, policies and development objectives of vision 2030;

- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

4. DEPUTY DIRECTOR ADMINISTRATION–JG “Q” ONE (1) POST:

REF MCPSB/2020/05/04

Terms of service –permanent and pensionable

Duties and responsibilities

- Organizing , directing , controlling and coordinating of the functions of administration and public service in the office of the County Government;
- Assist to ensure all programmes are coordinated and implemented effectively in all areas under direction of the head of Department;
- Assist to ensure that administrative issues are handled effectively and promptly;
- Ensure operationalization of service delivery in departments in the County;
- Handling administrative matters, human resource issues and manage inventories of the administrative tools, equipment and other required assets for the Department;
- Taking part in preparation of plans and budgets;
- Ensure timely, efficiency communication and coordination of administration or service delivery;
- Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- Facilitate training and staff development functions for staff;
- Analyze effectiveness of policies, rules and regulations in the Ministry;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in Arts, 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 ten (10) years of which five in senior management position in public or private sector;
- Senior management course and strategic leadership from recognized institution
- Satisfy the requirements of Chapter Six of the Constitution.

5. ASSISTANT DIRECTOR ADMINISTRATION SERVICES - JG “P” SIX (6) POSTS: REF MCPSB/2020/05/05

Terms of service –permanent and pensionable

Duties and responsibilities

- Organizing , directing , controlling and coordinating of the functions of administration and public service in the office of the County Government;
- Assist to ensure all programmes are coordinated and implemented effectively in all areas under direction of the head of Department;
- Assist to ensure that administrative issues are handled effectively and promptly;
- Ensure operationalization of service delivery in departments in the County;
- Handling administrative matters, human resource issues and manage inventories of the administrative tools, equipment and other required assets for the Department;
- Taking part in preparation of plans and budgets;
- Ensure timely, efficiency communication and coordination of administration or service delivery;
- Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- Facilitate training and staff development functions for staff;
- Analyze effectiveness of policies, rules and regulations in the Ministry;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in Arts, 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 seven (7) years in public or private sector;
- Senior management course from recognized institution
- Demonstrate a high degree of professionalism and technical competence in work performance and results;
- Satisfy the requirements of Chapter Six of the Constitution.

6. SENIOR PRINCIPAL FINANCE OFFICER, –JG “P” ONE (1) POST: REF MCPSB/2020/05/06

Terms of service –permanent and pensionable

Duties and responsibilities

- Assist in the formulation of policies, plans and Budgets on water & sewerage services delivery;
- Promote delivery of sufficient, safe, reliable and affordable water & sewerage services to residents of Mandera;
- Formulate appropriate revenue collection & expenditure control guidelines in accordance with the provisions of prevailing national Water Laws, rules and regulations;

- Review and initiate improvements in the policy framework;
- Assist in the M&E and reporting on efforts;
- Initiation of community focused, pro-poor water and sewerage services delivery approaches;
- Ensure formulation and compliance with viable Business plans, Budgets and expenditure control procedures;
- Assist in the establishment & maintenance of innovative, efficient & effective revenue collection systems;
- Ensure CWSP financial management system as well as expenditures fully comply with existing public finance management laws and regulations that might be in force from time to time;
- Ensure the CWSP makes steady progress towards growing into a commercially viable and socially responsible corporate entity within a single MTEF cycle;
- Ensure strict implementation and compliance with policies , rules and regulations requiring sufficient transparency and accountability in the entities financial and related resources;
- Support the design of water supply systems in the county;
- Assist in the design of small dams, water pans and borehole systems for the county
- Ensure the entities financial inputs & outputs as well as measures of Governance indicators meet national standards;
- Responsible for collection, custody and accounting of the company annual budget;
- Custodian of Office Furniture and Equipment , Engineering & Scientific Tools and Equipment and Fittings.

Requirements for appointment

- Be a citizen of Kenya;
- Bachelor degree in Commerce, Business Management (Finance/Accounting), Economics or equivalent from reputable institutions recognized in Kenya or its equivalent;
- Must have at least Five (5) years' of experience in the relevant area from reputable organization;
- CPAK holder or other relevant professional qualification
- Registered with the Institute of Public Accountants or any other professional body recognized in Kenya;
- Must be computer literate in Microsoft package from a recognized institution;
- Knowledge of relevant legislations, PFMA and regulations, Water laws, Service Provision Agreements (SPAs), e.t.c;
- Knowledge of professional standards (Financial, Commercial, Economic e.t.c);
- Knowledge in use of Management Information Systems (IFMIS, PROMIS, WARIS, etc.);
- Knowledge in use Participatory M&E Tools;
- Budget, Annual Work Plan & Procurement Plan preparation knowhow;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

7. DEPUTY MUNICIPAL MANAGER, MANDERA MUNICIPALITY AND ELWALK MUNICIPALITY –JG “P” TWO (2) POSTS:

REF MCPSB/2020/05/07

Terms of Service –permanent and pensionable

Duties and responsibilities

- The deputy Municipal Manager shall deputize the Municipal Manager in execution of the Municipal Manger’s functions.
- The deputy Municipal Manager shall help Municipal manager in implementing the decisions and functions of the Board of the Municipality and shall be answerable to the Municipal Manager;
- Help the municipal manager in building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector and community based organizations;
- Assist the municipal manager in performance and day to day running of Municipality
- Help the municipal manager in enforcement of the provisions of this Charter, Municipal By-laws, and all applicable laws;

Requirements for appointment

- Be a citizen of Kenya;
- Hold a degree in social Science or other related field from a university recognized in Kenya or its equivalent;
- Must have at least ten (5) years’ of experience; at least two in management position
- Must be computer literate in Microsoft package from a recognized institution;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

8. PRINCIPAL LEGAL OFFICER, –JG “N” FIVE (5) POST: REF MCPSB/2020/05/08

Terms of service –permanent and pensionable

Duties and responsibilities

- Formulate, implement and review legal strategies, policies, plans, standards and procedures pertaining to legal services as per the County’s strategic plan.
- Advice and assist the county Government in compliance with national and international instruments
- Ensuring compliance with principle and values of good governance, Human right, transparency, ethics and integrity
- Provide opinions and advice on legal matters as required.
- Analyzing research data and compiling reports
- Undertaking law review
- Interpreting legal instruments and statutes.

- Perform any other function that may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor of Laws (L.L.B) degree from a university recognized in Kenya;
- Post graduate Diploma in Law from the Kenya School of Law will be an added advantage;
- a minimum experience of three (3) years in either public or private legal practice;
- Certificate in Computer Applications;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

9. TECHNICAL SERVICE MANAGER, –JG “P” TWO (2) POSTS: REF MCPSB/2020/05/09

Terms of service –permanent and pensionable

Duties and Responsibilities

- Ensuring compliance with established standards for planning, design, construction, and operation and maintenance of water and waste water services facilities.
- Ensuring achievement of key performance indicators in line with the water sector benchmarks on water coverage, sewerage coverage, water quality, metering ratio, Non-Revenue water, collection efficiency and Operation and Maintenance Costs among others
- Implementing technical standards of the water service provider/company.
- .Evaluating performance of the company on all the specified key performance indicators to ensure continuous improvement.
- .Responsible for water conservation and demand management for the water utility.
- Ensuring that all materials, parts, chemicals and others used in operations meets required safety and quality standards so as not to compromise staff, customer or public health and safety.
- Responsible for ensuring all technical operations and projects are carried out in accordance with approved budgets
- Responsible for ensuring preservation of water catchment areas.
- Responsible for development of framework for development, management and maintenance of a water distribution system, sewer system in the company’ area of operation. Managing all water produced and fed into the system to minimize wastage and losses and ensure as much of all the water produced and fed into the distribution system is accounted for.
- Identify training needs for the departmental staff. Mentor and coach departmental staff.
- Develop departmental budget and work plan.
- Participate in strategic planning and implementation.
- Responsible for physical assets assigned by the Company.

- Makes strategic, operational and technical decisions for the department. xvi. Plans the work of subordinates, assigns work to subordinates, monitors subordinates work performance. Appraises/evaluates subordinates performance.
- Work closely with other departments/sections in all areas.
- Any other duties as may be assigned from time to time.

Requirement for appointment

- Bachelor’s degree in Civil Engineering, Water/Waste Water Engineering or its equivalent field from a recognized institution.
- . Registered with institute of engineers of Kenya (IEK) or institute of engineering technologist (IET) at least as graduate member with good standing.
- At least 1-3 years’ experience in the management in the field of water and sewerage facilities.
- Good knowledge of AutoCAD, Civil 3D, MS Office Suite and other Water & Wastewater Software.
- Meets the requirements of chapter six of the Constitution of Kenya 2010.

10. PRINCIPAL DEVELOPMENT OFFICER, –JG “N” TWO (2) POSTS: REF MCPSB/2020/05/10

Terms of service –permanent and pensionable

Duties and responsibilities

- Ensure proper planning and design of buildings;
- Facilitate planning ideas and interest and analyze possible strategies;
- Ensure long term planning of urban centers;
- Help in Management of resources of Department;
- Help in Management of urban developments;
- Monitoring activities of municipalities;
- Ensure conformance with the county’s development control policies and guidelines.
- Promote Urban Design as a means of creating environmentally sustainable town.
- Receive representations, including feedback on issues raised by the county citizen
- Any other duties that may assigned from time to time .

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of Bachelor degree in Urban Planning, Bachelor of technology in land survey or Geo Spatial Engineering from a university recognized in Kenya.
- Be registered with Kenya Planners Registration, Institution of surveyors of Kenya(ISK) etc.;

- Have knowledge, experience and a distinguished career of at least 1-3 years in urban planning and management;
- Demonstrated a clear understanding of National Development policies, goals and objectives and ability to integrity.
- Satisfy the requirements of Chapter Six of the Constitution.

**11. PRINCIPAL ENERGY, ENVIRONMENT AND SANITATION OFFICER, MANDERA –JG “N” TWO (2) POSTS:
REF MCPSB/2020/05/11**

Terms of service –permanent and pensionable

Duties and responsibilities

- Develop and implement Department plans on environment and natural resource.
- Coordinating all aspect of pollution controls.
- Ensure proper utilization of natural resources such as quarries.
- Ensuring environmental regulation are adhered to in mining, quarrying and other related activities and ensuring compliance with environmental legislation
- Managing environmental process within the county operations to ensure proper wastage management and minimization in accordance with county government waste management policies.
- Identifying areas of environmental concerns and ensuring that they are sufficiently addressed and incorporated in the environmental management plans.
- Working in liaison with stakeholders including community based organization to improve environmental management.
- Perform any other duties which may assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a degree in environmental science, environmental engineering, conservation biology, natural resource management or other related disciplines from a recognized university in Kenya.
- Membership to a relevant professional body is added advantage.
- At least 3 years’ experience relevant experience;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**12. PRINCIPAL FIRE AND DISASTER MANAGEMENT OFFICER, –JG “N” TWO (2) POSTS:
REF MCPSB/2020/05/12**

Terms of service –permanent and pensionable

Duties and responsibilities

- Provide leadership of the fire and disaster management department in the Municipality.
- Submit weekly, monthly Department Reports to the Municipal Manager.
- Conduct training for the disaster management officers on matters of disaster management.
- Ensure the smooth implementation of the disaster plans and procedures.
- Handle Disciplinary issues.
- Ensure compliances with National and County policies and laws;
- Ensure implementation of the mandates and operational plans of the fire and disaster management department.

Requirements for Appointment

- Be a Kenyan citizen
- Be a holder of a first degree from university recognized in Kenya preferably social sciences with a working experience of at least 1-3 years.
- Have knowledge, experience and a distinguished career of not less than five (5) years in law enforcement related fields;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

13. PRINCIPAL ASSISTANT ENFORCEMENT OFFICER, –JG “N” TWO (2) POSTS: REF MCPSB/2020/05/13

Terms of service –permanent and pensionable

Duties and responsibilities

- Provide leadership of the enforcement department in the Municipality.
- Submit weekly, monthly Department Reports to the Municipal Manager.
- Conduct training for the enforcement officers on matters of drilling.
- Ensure the smooth implementation of the enforcement plans and procedures.
- Handle Disciplinary issues.
- Supervise Municipality and County Government installations and other related security matters.
- Supervise national police reservist attached to the county government.
- Ensure implementation of the mandates and operational plans of the enforcement department.

Requirements for Appointment

- Be a Kenyan citizen
- Be a holder of a diploma from recognized institution in Kenya in social sciences, security related field with a working experience of not less than 5 years.
- Have knowledge, experience and a distinguished career of not less than five (5) years in law enforcement related fields;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**14. PRINCIPAL ADMINISTRATION OFFICER –JG “N” TWO (2) POSTS:
REF MCPSB/2020/05/14**

Terms of service –permanent and pensionable

Duties and responsibilities

- Fleet management
- Coordinate training and staff development initiatives for the municipality human capital;
- Prepare accurate and timely recommendations for consideration by the senior departmental management;
- Participates in Budget-making for the Municipality;
- Custodian of Computers; Office equipment, furniture and stationery;
- Ensure efficient management of registries and records in the municipality;
- Ensure proper movement of files, documents and other records in accordance with Government regulations;
- preparing training projections; and preparing agenda and minutes for Human Resource Advisory Committee.
- Perform any other duties that may be assigned.

Requirements for appointment

- Be a citizen of Kenya;
- Bachelor degree in Social science related field from a university recognized in Kenya;
- Must have at least Five (5) years’ of experience in the relevant area from reputable organization;
- Must be computer literate in Microsoft package from a recognized institution;
- Knowledge of relevant legislations and professional standards;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

15. CHIEF ACCOUNTANT, –JG “M” TWO (2) POSTS:

REF MCPSB/2020/05/15

Terms of service –permanent and pensionable

Duties and responsibilities

- Coordinating and supervising operations in the area of deployment; preparing final accounts;
- Ensuring safe custody of Municipality assets and records;
- Authorizing payments and signing of cheques subject to set limits;
- Ensuring timely and accurate preparation of quality management reports;
- Providing guidance to officers to achieve the desired results;
- Arranging for withdrawals of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books;
- Preparation of expenditure and authority to incur expenditure (AIE) funding returns on quarterly basis;
- Training and development of staff;
- Any other duties which may be assigned from time to time

Requirements for Appointment

- Be a Kenyan Citizen;
- Have a bachelor's degree in Commerce/Business administration (Accounting/Finance Option) from a recognized university;
- C.P.A II;
- Membership to a relevant professional body is added advantage;
- Self-starter, excellent team player, effective communicator and must be able to work with minimal supervision;
- At least 3 years' experience in financial management;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

16. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JG "M" TWO (2) POSTS: REF MCPSB/2020/05/16

Terms of service –permanent and pensionable

Duties and Responsibilities

- Supervise and provide guidance and advice in areas pertaining to supply Chain Management;
- Preparation of periodic and annual Supply Chain Management report/returns;
- Warehousing; distribution management; fleet management; disposal of stores and equipment; procurement; market surveys and research;
- Inventory and stock control, in accordance with the laid down regulations and procedures;
- Assisting in stock taking, reconciliation, preparation and maintenance of records;
- Responsible for safety and prompting filling of store documents;
- Processing and forwarding invoices for payment to account section;
- Assist in preparations of tender documents; stores projections and documentation

- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
 - Bachelor’s Degree in Commerce/ Business Administration (Supplies Management Option), economics or their equivalent from a recognized Institution;
 - Holder of Diploma in supply management will have an added advantage
 - Minimum of 3 years’ experiences;
 - Knowledge of Public Sector Procurement Regulation and procedure is necessary;
 - Shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

17. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JG “M” THREE (3) POSTS:

REF MCPSB/2020/05/17

Terms of service –permanent and pensionable

Duties and Responsibilities

- Participate in Formulating County IT Systems Policy on appropriate use. Orient staff on appropriate use and monitor use activities to ensure adherence to these policies.
- Conduct staff training on computer basics and the use of MS Office applications and networking. Assist, as needed, with developing databases or other windows application needs for program and operational staff.
- Responsible use and confidentiality of any information identified as sensitive.
- Regularly update anti-virus programs to ensure the entire network and computers are virus-free.
- Perform system analysis and suggest recommendation in liaison with the county users.
- Perform basic technical support for both hardware and software for the county.
- Draw and maintain ICT equipment inventory.
- Establish a clear, back-up policy for the Municipality offices and undertake the necessary steps for this activity including designing a schedule and materials list. Ensure back up and archives are made and stored as scheduled.
- The repair and maintenance of LAN, internet systems and general IT maintenance and training in the Municipality offices – as per needs outlined by the departments. Facilitate and advise on best, safest and most economic solutions in consultation with the Senior Management of ICT.
- Maintain the County mail server and assign addresses and assist in administration functions as needed.
- Maintain proper documentation of all IT equipment including; system profiles, warranties and IT stock/accessories and assist logistics staff in inventory and tracking of IT assets.
- Assist in the identifying specification, relocation and assembly of any equipment including computers, printers, accessories and satellite systems in the entire County, as required.

Requirements for Appointment

- Be in possession of a first degree in IT from a University recognized in Kenya. A degree in Computer Sciences is desirable.
- A minimum of 3 years' experience in information technology system (IT).
- Experience in both hardware and software requirements in local and wide area network.
- Experience in the configuration of internal email system as per LAN specifications.
- Exclusive knowledge of internet, proxy, email protocols and TCPIP settings, Linux and windows applications.
- Ability to troubleshoot, plan and design low maintenance systems is a must.
- Ability to trouble-shoot and maintain both wireless and cable connections is required.
- Registration with the relevant ICT regulation Board will be an added advantage
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity;

18. SENIOR ECONOMIST II, JG “M” THREE (3) POSTS: REF MCPSB/2020/05/18

Terms of service –permanent and pensionable

Duties and Responsibilities

- Assist in collection, processing and administration of statistical data in accordance with the law;
- Provide intellectual leadership on economics within the county and contribute to county's strategy development and management policies;
- Develop, lead and conduct a diverse Programme of collaborative research and policy advocacy on economics;
- Ensure that new opportunities are identified and secured that respond to /pick up priorities within the economics strategy paper;
- Provide input into Budget making process;
- Assist the municipality departments in coming up with Annual Development Plan (ADP), CIPD, and other essential documents.
- Assist in provision of operational support for all M&E activities in the Department.
- Conduct field visits to projects and collecting M&E data for the Municipality
- Any other duty assigned from time to time

Requirements for Appointment

- Be a Kenyan Citizen;
- Have a bachelor's degree in Economics, or economics and mathematics or economics and statistics from recognized institution;
- At least 3 years' experience in public or private sector;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

19. CHIEF HUMAN RESOURCE MANAGEMNT AND DEVELOPMENT OFFICER, JG “M” THREE (3) POSTS: REF MCPSB/2020/05/19

Terms of service –permanent and pensionable

Duties and Responsibilities

- coordinating Human Resource services in , promotion, disciplinary, pensions management ,preparing and processing cases for the Human Resource Management Advisory Committee;
- implementing Human resource management decisions within existing rules, regulations and procedures;
- preparing and compiling reports on the implementation of Performance Management systems including Performance Appraisal Systems;
- managing Human Resource information systems;
- undertaking training needs assessment; identifying training and development programmes; carrying out training needs analysis;
- preparing training projections and plans; undertaking evaluation of training programmes; developing, updating and maintaining human resource development data and records.

Requirements for Appointment

- Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- Higher diploma in any of the following field Human Resource Development, Industrial relation, labour relation or its equivalent
- Membership to relevant professional body;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

20. CHIEF TRADE OFFICER, JG “M” TWO (2) POSTS:

REF MCPSB/2020/05/20

Terms of service –permanent and pensionable

Duties and responsibilities

- Undertaking market surveys and other economic research activities to help in management of trade.
- preparation of background papers and briefs on trade in the County .

- Provision of advisory services to businesses at the Sub County.
- Initial preparation of projects/programmes aimed at stimulating and promoting domestic trade at the Sub County level.
- Implementing all domestic trade development policy matters.
- Coordination with relevant ministries/departments and other organizations on matters related to trade development.
- Preparation of periodic reports and general administration of the Trade Development in the County.

Requirements for Appointment

- Be in possession of a first degree from a University recognized in Kenya preferably in Economics or Development studies.
- A minimum of 3 years' experience in relevant field.
- Demonstrated attention to detail and ability to follow procedures.
- Meet deadlines and work independently and cooperatively with team members is required.
- Ability to write reports and conduct training.
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity.

21. CHIEF ENVIRONMENT OFFICER, JG “M” TWO (2) POSTS: REF MCPSB/2020/05/21

Terms of service –permanent and pensionable

Duties and responsibilities

- Develop and implement the Municipality plans on environment and natural resource.
- Coordinating all aspect of pollution controls.
- Ensure proper utilization of natural resources such as quarries.
- Working in liaison with environment officers from county or national government to ensure environmental regulation are adhered in mining, quarrying and other related activities.
- Managing environmental process within the county operations to ensure proper wastage management and minimization in accordance with county government waste management policies.
- Ensuring compliance with environmental legislation.
- Facilitation of program objectives attainment.
- Identifying areas of environmental concerns and ensuring that they are sufficiently addressed and incorporated in the environmental management plans.
- Working in liaison with stakeholders including community based organization to improve environmental management.
- Perform any other duties as directed by the Municipal Manger.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of a degree in environmental science, environmental engineering, conservation biology, natural resource management or other related disciplines from a recognized university in Kenya
- At least 2 years' experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**22. CHIEF SUPERINTENDENT(ELECTRICAL), JG “M” TWO (2) POSTS:
REF MCPSB/2020/05/22**

Terms of service –permanent and pensionable

Duties and responsibilities

- Preparation of cost estimates of projects
- Monitoring material usage and spare parts
- Electrical installation of Government building
- Testing and maintenance of electrical controls
- Assessment of equipment performance and making recommendation where necessary
- Supervision of staff working under him /her

Requirements for Appointment

- Be a Kenyan citizen.
- Degree in mechanical engineering (Renewable Energy)/Electrical Engineering, Bachelor of Technology Electrical or other related disciplines from a recognized college/university in Kenya.
- 1-3 years working experiences in the relevant field.
- Able to prioritize, organize and work under pressure.
- Satisfy the requirement of Chapter Six of the Constitution.

**23. PRINCIPAL PUBLIC HEALTH OFFICER, JG “N” ONE (1) POST:
REF MCPSB/2020/05/23**

Terms of service –permanent and pensionable

Duties and responsibilities

- Provide Environmental Health Extension services in the area of Deployment;
- Identifying environmental health issues at community level;
- compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community;

- Implementing sanitation and hygiene standards in the community;
- Compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Sensitizing communities on food and water safety measures;
- Compiling data on disease trends.
- Identify and provide continuous capacity building activities for community resource persons(CORP).
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Bachelor Degree in Environmental Health or Public Health or its equivalent qualification from a recognized Institution;
- Certificate of Competence from the Association of Public Health Officers/Certificate of registration from Association of Public Health Officers and Technician Board;
- Certificate in Computer Application Skills from a recognized institution;
- Other requirements as per Scheme of Service for Public Health Officers.
- At least 5 years' experience in Relevant field
- Any management course will be an added advantage
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

24. CHIEF PUBLIC HEALTH OFFICER, JG “M” ONE (1) POST: REF MCPSB/2020/05/24

Terms of service –permanent and pensionable

Duties and responsibilities

- Provide Environmental Health Extension services in the area of Deployment;
- Help in environmental management at community level;
- Implementing promotive and preventive programs
- compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Implementing sanitation and hygiene standards in the community;
- Compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Promoting hygiene education in the community
- Sensitizing communities on food and water safety measures;
- Compiling data on disease trends.
- Identify and provide continuous capacity building activities for community resource persons(CORP).
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Bachelor Degree in Environmental Health or Public Health or its equivalent qualification from a recognized Institution;
- Certificate of Competence from the Association of Public Health Officers/Certificate of registration from Association of Public Health Officers and Technician Board;
- Certificate in Computer Application Skills from a recognized institution;
- At least 3 years' experience in Relevant field
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

25. PUBLIC HEALTH OFFICER, JG “K” ONE (1) POST:

REF : MCPSB/2020/05/25

Terms of service –permanent and pensionable

Duties and responsibilities

- Help in environmental management at community level;
- Implementing promotive and preventive programs
- Assessing health needs of the community;
- Implementing sanitation and hygiene standards in the community;
- Compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Promoting hygiene education in the community
- Sensitizing communities on food and water safety measures;
- Compiling data on disease trends.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Bachelor Degree in Environmental Health or Public Health or its equivalent qualification from a recognized Institution;
- Certificate in Computer Application Skills from a recognized institution;
- At least 1 years' experience in Relevant field
- Satisfies requirement of chapter six of the constitution of Kenya 2010

26. CHIEF ENFORCEMENT OFFICER, JG “M” TWO (2) POSTS:

REF MCPSB/2020/05/26

Terms of service –permanent and pensionable

Duties and responsibilities

- Assist in coordinating investigation of all County enforcement/inspectorate incidents and other cases of interest at the sub-county level and recommend corrective measures;
- Day-to-day coordination, monitoring and evaluation of the county's enforcement programs at the sub-county level;
- Follow-up on cases of interest to the County government and give reports to senior management;
- Initiate and coordinate an immediate response to security/enforcement incidents utilizing appropriate equipment at sub-county level;
- Act as delegated liaison with all necessary law enforcement agencies for coordination of all investigation activities to enhance successful operation at sub-county level;
- Detect defaulters and institute court proceedings under the existing County laws;
- Protect and preserve county government assets such as enforcement work tools assigned such as computer and office equipment;
- Implement county laws, policies and regulations;
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Degree in Criminology/Security Management or any social science related field relevant course from a University/College recognized in Kenya with Three (3) years' experiences in the relevant field

OR a diploma in security related field with ten years' experience

- Computer literacy
- Demonstrated knowledge of relevant legislation;
- Knowledge of professional standards;
- Interpersonal/Communication/Organizational and problem-solving skills;
- Ability to lead and manage teams;
- Ability to demonstrate technical/analytical skills and several years of experience in the field of discipline.
- Meet the requirements of Chapter six of the Constitution of Kenya 2010

27. CHIEF ANIMAL HEALTH OFFICER, JG "M" TWO (2) POSTS:

REF MCPSB/2020/05/27

Terms of service –permanent and pensionable

Duties and responsibilities

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- Participating in the training of stakeholders in animal welfare control programmes;
- Treating sick animals;
- Advising on good veterinary practices;
- Collecting data and preparing reports on animal health, products and markets;
- Providing advice on animal breeding and welfare;

- Undertaking postmortem examination and other diagnostic tests; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- A Bachelor's Degree in Animal Production/ Animal Science, Veterinary, Food Science and Technology or any other Livestock related course;
- At least two (2) years relevant work experience in relevant field;
- Possess good Oral and written communication skills,
- Registration with the Kenya veterinary Board will be an added advantage.
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity.
- Any other duties which may be assigned from time to time

28. INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER III, JG “H” SEVEN (7) POSTS: REF MCPSB/2020/05/28

Terms of service –permanent and pensionable

Duties and responsibilities

- Assist in setup, configuration and maintenance of all company servers, desktops, mobiles, hardware, systems and applications.
- Assist in-house users on all aspects of IT support.
- Assist in system installation, configuration and renew software licenses to ensure the county is compliant to software licensing.
- Repair and maintenance of information technology equipment and associated peripherals.
- Assist in drawing schedule preventive maintenance of ICT infrastructure.
- Troubleshoot general ICT problems at the user level.
- Supervising other staff working under him/her.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Kenya certificate of secondary Education mean grade of C plain
- Diploma in Information Technology (I.T) or ICT from a recognized college or institution in Kenya.
- A minimum of 2 years' experience in information technology (IT) field in Public or Private.
- Registration with the relevant ICT regulation Board is an added advantage
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity;

29. SUPPLY CHAIN MANAGEMENT OFFICER I, - JG “K” SEVEN (7) POSTS: REF MCPSB/2020/05/29

Terms of service –permanent and pensionable

Duties and Responsibilities

- Preparation of periodic and annual Supply Chain Management report/returns;
- Warehousing, distribution management, fleet management, disposal of stores and equipment, procurement, market surveys and research;
- Inventory and stock control, in accordance with the laid down regulations and procedures;
- Assisting in stock taking, reconciliation, preparation and maintenance of records;
- Responsible for safety and prompting filling of store documents;
- Preparation of weekly, monthly reports;
- Ensure efficient discharge of inventory activities;
- Disposal of stores and equipment;
- Processing and forwarding invoices for payment to account section;
- Assist in preparations of tender documents; stores projections and documentation.
- Assist in preparation of procurement plans.
- Perform any other duties that may be assigned from time to time

Requirements for Appointment

- Have a Bachelor's Degree in any of the following: - Commerce/ Business Administration (Supplies Management Option), Procurement and Supplies Management, or their equivalent from a recognized Institution;
- Minimum of 1-2 years' experiences in private or public sector;
- Knowledge of Public Sector Procurement Regulation and procedure is necessary.
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

30. SUPPLY CHAIN MANAGEMENT ASSISTANT II, - JG "H" SEVEN (7) POSTS: REF MCPSB/2020/05/30

Terms of service –permanent and pensionable

Duties and responsibilities

- Warehousing, distribution management, fleet management, disposal of stores and equipment, procurement, market surveys and research;
- Inventory and stock control, in accordance with the laid down regulations and procedures;
- Assisting in stock taking, reconciliation, preparation and maintenance of records;
- Responsible for safety and prompting filling of store documents;
- Ensure efficient discharge of inventory activities;
- Disposal of stores and equipment;
- Processing and forwarding invoices for payment to account section;
- Assist in preparations of tender documents; stores projections and documentation.
- Assist in preparation of procurement plans.
- Perform any other duties that may be assigned from time to time

Requirements for Appointment

- A Diploma in Business Management (Procurement option) or its equivalent qualification from a recognized Institution;
- Minimum of 1-2 years' experiences in Public or Private Sector;
- Certificate in Computer application;
- Ability to get on well with the diverse work force; Good knowledge in the professional field or specialization; Good communication skills; Ability to take instructions; Good organizational and supervisory skills;
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills;
 - Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

31. ACCOUNTANT I- JG 'K' EIGHT (8) POSTS:

REF MCPSB/2020/05/31

Terms of service –permanent and pensionable

Duties and Responsibilities

- Preparing timely and accurate management reports;
- Authorizing payments and signing cheques subject to limits;
- Monitoring and collection of revenue including inspection;
- Certifying and verifying returns, documents and vouchers;
- Balancing and ruling of the cash books on daily basis;
- Processing payments, reimbursements and disbursements; and
- Keeping safe custody of accurate documents, government assets and records.
- Develop periodic reports on accounting activities;
- Implement monitoring and evaluation systems for the department;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Served for a minimum period of 1-2 years or in a comparable and relevant position in t
- Bachelor's degree in any of the following discipline: Commerce, Business Administration (Accounting or Finance) or an equivalent qualification from a recognized institution;

OR

- CPA II or an equivalent qualification from a recognized institution;
- 1-2 years' experience in relevant position
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

32. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I, JOB GROUP 'K' FOUR (4) POSTS

REF: MCPSBE/2020/05/32

Terms of service –permanent and pensionable

Duties and Responsibilities

- verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- implementing human resource decisions within existing rules, regulations and procedures;
- collecting and collating data for assessing training needs;
- preparing training projections; and preparing agenda and minutes for Human Resource Advisory Committee.

Requirement for appointment:

- Bachelor degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration or Education from a recognized institution; and
- Certificate in computer application skills from a recognized institution
- At least 2 years' experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

33. HUMAN RESOURCE MANAGEMENT ASSISTANT, JOB GROUP 'H' SIX (6) POSTS REF: MCPSB/2020/05/33

Terms of service –permanent and pensionable

Duties and Responsibilities

- verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- implementing human resource decisions within existing rules, regulations and procedures;
- collecting and collating data for assessing training needs;
- preparing training projections; and preparing agenda and minutes for Human Resource Advisory Committee.

Requirement for appointment:

- Bachelors Diploma in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration or Education from a recognized institution; and
- Certificate in computer application skills from a recognized institution.
- At least 2 years' experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

34. ASSISTANT OFFICE ADMINISTRATOR III, – JG "H" FOUR (4) POSTS: REF MCPSB/2020/05/34

Terms of service –permanent and pensionable

Duties and Responsibilities

- Taking oral dictation; managing e-Office, word and data processing; operating office equipment;
- Attending to visitors/ client: handling telephone calls and appointments;
- Maintaining office diary and travel itineraries;
- Ensuring office security records, equipment and document including classified materials; ensuring security, integrity and confidentiality of data;
- Preparing responses to routine correspondences;
- Establishing and monitoring procedures for records keeping of correspondence and file movement; maintaining an up – to data filing system in the office; managing office protocol and etiquette;
- Managing petty cash; supervising office cleanliness and undertaking any other administrative services duties that may be assigned.

Requirement for appointment

- Diploma in secretarial studies and office management from a recognized institution.

OR

Business education single and group certificates' & GC) STAGES 1, II, and iii from the Kenya National examination council in the following subjects; 10 | P a g e a) shorthand iii (minimum 80 w.p.m b) type writing iii (50 w.p.m) computerized document processing iii c) business English iii /communication ii d) commerce ii e) office practice ii f) office management iii)/office administration and management iii g) secretarial duties ii

- Kenya Certificate of secondary Education mean grade of C- (minus)
- Certificate in computer application from a recognized institutions ;
- Have experience as a secretary of one (1) year in a reputable institution or equivalent;

35. PRINCIPAL INTERNAL AUDITOR, - JG 'N' ONE (1) POST: REF MCPSB/2020/05/55

Terms of service –permanent and pensionable

Duties and responsibilities

- Preparing and implementing the Internal Audit annual work plan;
- Managing the Internal Audit Unit of entity of the County Government ;
- Examining and inspecting activity records, accounting systems and procedures to determine their efficiency;
- Ensuring the ELWASCO's policies are complied with;
- Reviewing internal control systems;
- Providing leadership in the conducting of special audits;
- Evaluating progress and status of steps taken to address any current and past recommendations by External Auditors;

- Preparing and submitting reports of findings concerning the scope of audit and its findings so as to make appropriate corrective action;
- Providing independent assurance to the Management on the implementation and effectiveness of the internal control systems;
- Evaluating the effectiveness of the system of risk identification and management and suggesting improvements as appropriate;
- Fostering quality and continuous improvement in governance and risk management control processes;
- Assessing the cost effectiveness and efficiency in the utilization of organization resources;
- Verifying the reliability and integrity of financial data;
- Carrying out compliance audits with policies, laws, rules and regulations;
- Ensuring that resources including assets are preserved and protected and used for the benefit of the ELWASCO;
- Carrying out special audits or investigations as and when necessary;
- Ensuring that the Internal Audit Unit operates in accordance with the professional standards contained;
- Any other duty as assigned by the supervisor.

Requirement for Appointment

- Have a Bachelor of Commerce/ Business Administration (Finance or Accounting), Economics/Statistics or its approved equivalent from recognized university; and
- CPAK holder or other relevant professional qualification
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (CFE).
- Must have at least Five (5) years of experience, two (2) of which must have been in senior management level from reputable organization;
- Knowledge of professional standards (Economic, Financial, Commercial e.t.c);
- Excellent communication and interpersonal skills;
- Knowledge in use of Participatory M&E Tools;
- Shown outstanding professional competence and administrative ability in the management of the audit functions;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

36. PRINCIPAL ACCOUNTANT -, JG 'N' ONE (1) POST: REF MCPSB/2020/05/36

Terms of service –permanent and pensionable

Duties and responsibilities

- Coordinating and supervising operations in the area of deployment; preparing final accounts;
- Ensuring safe custody of Government assets and records;
- Authorizing payments and signing of cheques subject to set limits;
- Ensuring timely and accurate preparation of quality management reports;
- Providing guidance to officers to achieve the desired results;
- Arranging for withdrawals of cash of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books;
- Preparation of expenditure and authority to incur expenditure (AIE) funding returns on quarterly basis at district treasury level;
- Training and development of staff;
- Other duties as assigned.

Requirements for Appointment

- A bachelor's degree in any of the following discipline: Commerce(Accounting or Finance) or an equivalent qualification from a recognized institution;
- minimum experience of at least of 4 years in the relevant field ;
- Holder of CPA II or an equivalent qualification from a recognized institution;
- Registered with institute of ICPAK
- Shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

37. PRINCIPAL SUPPLY CHAIN MANAGEMENT, –JG ‘N’ ONE (1) POST: REF MCPSB/2020/05/37

Terms of service –permanent and pensionable

Duties and Responsibilities

- Policy implementation and interpretation on supply chain management;
- Issuing administrative guidance on implementation and interpretation of the public procurement and disposal Act,2015, regulations and other statutes;
- Introducing modern inventory management techniques and approaches;
- Implementing e-government procurement strategies;
- Implementing inventory management information system;
- Providing overall guidance on contract design and management;
- Providing guidance on disposal of County Government inventory and other assets;
- Liaising with other finance management functions on issues of procurement providing overall guidance on contract design and management;
- Providing overall guidance on contract design and management;
- Undertaking capacity building of staff at county level;
- Advising on quality assurance on goods, work and services;

- Management, training and development of supply chain personnel;
- Perform any other duties as assigned from time to time.

Requirement for Appointment

- Be a Kenyan Citizen
- Have a bachelor's degree in any of the following: - Commerce/Business administration (Procurement Option), procurement and supplies management or the equivalent from a recognized university;
- Master's degree in any of the following: Bsc in Procurement and supply chain management will be an added advantage;
- Must have at least Four (4) years of experience, two (2) of which must have been in senior management level position within the County;
- Knowledge of professional standards (Procurement, Commercial e.t.c);
- Must be a member of the relevant professional bodies;
- Excellent communication and interpersonal skills;
- Have shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

38. SENIOR SUPERINTENDING ENGINEER (WATER AND SEWERAGE) –JG “N” TWO (2) POSTS: REF MCPSB/2020/05/38

Terms of service –permanent and pensionable

Duties and responsibilities

- Planning, designing of water supply and sewerage system and associated structures such as pipe network, storage system and pumping station.
- Preparing tender document for construction and reviewing technical submission.
- Supervising construction works and ensuring the works are completed on deadline
- Provide technical direction or supervision to junior engineers, engineering or computer-aided design (CAD) technicians, or other technical personnel.
- Conduct feasibility studies for the construction of facilities, such as water supply systems, run-off collection networks, water and wastewater treatment plants, or wastewater collection systems.
- Conduct environmental impact studies related to water and wastewater collection, treatment, or distribution.

- Analyze and recommend chemical, biological, or other wastewater treatment methods to prepare water for industrial or domestic use

Requirement for appointment

- B.Sc. (Eng.) in Civil Engineering, water/ waste water engineering
- minimum of 2-3 years' post-graduation experience in design and supervision of Water and Wastewater Projects.
- Registered with the institute of engineers of Kenya (IEK) or institute of engineering technologist (IET).
- Good knowledge of AutoCAD, Civil 3D, MS Office Suite and other Water & Wastewater Software

39. INSPECTOR(ELECTRICAL), JG “J” FOUR (4) POSTS: REF MCPSB/2020/05/39

Terms of service –permanent and pensionable

Duties and responsibilities

- Co-ordination of the review and updating of policies systems and procedures for design and installation of electronics;
- Formulation and review of general polices on procurement of spare parts to ensure efficiency in repair and maintenance of all equipment and plant;
- Carry out quality assurance of electrical /electronics;
- Maintenance and timely servicing of generators;
- Regular maintenance, repair and servicing of water pumps and other equipment;
- Regular maintenance of mechanical parts of the water filters systems;
- Keep records on repairs and maintenance and to ensure that they are submitted to the technical manager on timely basis;
- Advise other staff on operations of equipment and keep track of operations;
- Ensure that the annual sectional budget and procurement plan is submitted to the technical manager on time;
- Liaise with senior management any urgent arising matters that need to be addressed;
- Perform any other duties that may be assigned.

Requirements for appointment

- Be a citizen of Kenya;
- Diploma in Electrical engineering or electrical technicians certificate part three from a college recognized in Kenya;
- Must have at least 1-2 years of experience in the relevant area from reputable organization;
- Knowledge of both surface and submersible pumps on installation, repair, operation and maintenance;
- Knowledge on control panel faults and how to repair;

- Ability to work well with teams

**40. CLERICAL OFFICER –, JG “F” SEVEN (7) POSTS:
REF MCPSB/2020/05/40**

Terms of service –permanent and pensionable

Duties and responsibilities

- Deployed in various unit in county departments for compiling statistical records;
- Sorting, filing and dispatching letters;
- Maintaining office filing system;
- Processing of HR and other related management issues;
- Computing statistical and record based records;
- Preparing and compiling data;
- Drafting simple letters.

Requirements for Appointment

- Must be a Kenyan Citizen;
- Kenya Certificate of Secondary Education of C- (Minus) or its equivalent
- Proficiency in computer from a recognized institution;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**41. ASSISTANT ACCOUNTANT GENERAL, JG ‘P’ ONE (1) POST:
REF MCPSB/2020/05/41**

Terms of service –permanent and pensionable

Duties and responsibilities

- Coordinating and supervising operations in the area of deployment; preparing final accounts;
- Ensuring safe custody of Government assets and records;
- Authorizing payments and signing of cheques subject to set limits;
- Ensuring timely and accurate preparation of quality management reports;
- Providing guidance to officers to achieve the desired results;
- Arranging for withdrawals of cash of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books;
- Preparation of expenditure and authority to incur expenditure (AIE) funding returns on quarterly basis at district treasury level;

- Training and development of staff;
- Other duties as assigned.

Requirements for Appointment

- minimum experience of five years relevant to the position;
- A bachelor's degree in any of the following discipline: Commerce(Accounting or Finance) or an equivalent qualification from a recognized institution;
- CPA Part II, registered with ICPAK;
- Shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

42. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT, JG 'P' ONE (1) POST: REF MCPSB/2020/05/42

Terms of service –permanent and pensionable

Duties and Responsibilities

- Policy implementation and interpretation on supply chain management;
- Issuing administrative guidance on implementation and interpretation of the public procurement and disposal Act,2015, regulations and other statutes;
- Introducing modern inventory management techniques and approaches;
- Implementing e-government procurement strategies;
- Implementing inventory management information system;
- Providing overall guidance on contract design and management;
- Providing guidance on disposal of County Government inventory and other assets;
- Liaising with other finance management functions on issues of procurement providing overall guidance on contract design and management;
- Providing overall guidance on contract design and management;
- Undertaking capacity building of staff at county level;
- Advising on quality assurance on goods, work and services;
- Management, training and development of supply chain personnel;
- Perform any other duties as assigned from time to time.

Requirement for Appointment

- Be a Kenyan Citizen
- Have a bachelor's degree in any of the following: - Commerce/Business administration (Procurement Option), procurement and supplies management or the equivalent from a recognized university;
- Master's degree in any of the following: Bsc in Procurement and supply chain management will be an added advantage;
- Must have at least Five (5) years of experience, two (2) of which must have been in senior management level position;

- Knowledge of professional standards (Procurement, Commercial e.t.c);
- Must be a member of the relevant professional bodies;
- Excellent communication and interpersonal skills;
- Have shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**43. INFORMATION, COMMUNICATION TECHNOLOGY OFFICER I, JG “K”
ONE (1) POST:
REF MCPSB/2020/05/43**

Terms of service –permanent and pensionable

Duties and responsibilities

- Formulation, interpreting and implementing ICT strategies and policies;
- Reviewing and upgrading ICT systems;
- Documenting ICT processes, procedures and systems;
- Developing and initiating linkages with relevant institutions on ICT related issues;
- Establishing an efficient, effective and secure integrated network system for telecommunication and management support services;
- Setting up and advising on ICT systems and infrastructure;
- Advising on procurement of ICT equipment and materials;
- Setting standards and guidelines for ICT quality control;
- Developing and designing an interactive website and effective ICT Governance system for the Company;
- Equipping and enhancing ICT skills in all company departments including Human Resource and Finance to ensure efficiency;
- Pplanning and budgeting for the Unit;
- Any other duties as may be assigned from time to time.

Requirements for appointment

- Be a citizen of Kenya;
- Bachelor degree in Computer Science or Information Science or related field from a university recognized in Kenya;
- Must have at least 1-3 years’ of experience in the relevant area from reputable organization;
- Knowledge of relevant legislations, professional standards relating to ICT;
- Professional competence in systems analysis, design and programmed specification for complex programmes;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

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.

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 employments application form.

Applications should reach the County Public Service Board on or before 12th June, 2020 at 4.00pm to the office of the County Public Service Board at Mandera Vocational Training Centre.

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