



REPUBLIC OF KENYA

MANDERA COUNTY GOVERNMENT



OFFICE OF COUNTY PUBLIC SERVICE
BOX 356-70300, MANDERA

BOARD; P.O.

24th March, 2020

VACANCIES ANNOUNCEMENT

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

DEPARTEMENT OF HEALTH SERVICE

1. AMBULANCE DRIVERS JG “E” EIGHTEEN (18) POST-VACANCY NO.MCG/MCPSB/DOH/23/03/20/-01

Terms of service -Permanent and pensionable

Duties and responsibilities

- Driving an ambulance to transport sick, injured, or convalescent persons
- Assist ambulance attendant to place patient on stretcher and load stretcher in to the ambulance
- Taking sick or injured person to hospital
- Assist in changing solid linen on stretcher
- Administering first aid as required
- Carrying out routine checks on vehicle cooling, oil, electrical and brake system, tyre pressure among other checks
- Detecting and reporting malfunctioning of vehicle systems
- Maintenance of work ticket for vehicle assigned
- Maintaining cleanliness of vehicle/ ambulance

Requirement for appointment

- Kenya certificate of Secondary Education mead grade D plain with three years driving experience or KCPE certificate or seven years' experience in lieu of KCSE/KCPE
- Possess driving license with three years driving experience
- Have first aid training lasting not lasting less than one (1) week preferably from ST. Johns Ambulance or Kenya Institute of Highway and building Technology (KIHBT) or any other recognized institution
- Knowledge and skill in driving to a void sudden motions detrimental to patients
- Full knowledge of motorable routes within Mandera County
- Valid certificate of good conduct
- Previous experience in ambulance driving is mandatory requirement

OFFICE OF THE GOVERNOR

2. DEPUTY DIRECTOR COMMUNICATION JG “Q” ONE (1) POST-VACANCY NO.MCG/MCPSB/OG/23/03/20/-02

Terms of service –three (3) years Contract

Duties and Responsibilities

- With the Director Communication, works closely with all MCG departments and offices to develop a county-wide communications strategy and plan, helping to improve MCG’s capacity to communicate MCG programmatic work and thought leadership to the public at large and to partners, governments, and influential audiences;
- Coordinates communication efforts across sub counties and other MCG agencies including Municipality, County Public Service Board, and Mandera Water and Sewerage Company;
- Under the leadership of the Director, develops and monitors corporate communications priorities, goals, and outcomes.
- In support of the Communications Director and working with the team leaders in the Communications Group, provides ongoing strategic direction, advice and guidance on MCG advocacy, media relations, events and multimedia products;
- Contributes to and monitors the implementation of MCG marketing and outreach campaigns and the recruitment, management, and deployment of Goodwill Ambassadors, elected leadership and other high-profile supporters;
- Ensures that media relations and media outreach are consistent and high-quality and are focused on priority media markets and outlets, contributes to managing reputational risk and responding to negative coverage;
- Oversees cross-team collaborations on major advocacy/outreach campaigns in key policy/thematic areas.
- Under the guidance of the Director of Communications and working closely with the Manager, Marketing and Outreach, assists in monitoring brand quality and coordinates MCG brand development and marketing initiatives with a special focus on coordinating support for Resource Mobilization and county government-related communications products like banners, T-shirts souvenirs and support;
- Ensures quality and consistency in the development and roll out of training tools and toolkits covering all aspects of communication, facilitating capacity-building for MCG staff in HQ, sub county and liaison offices;
- Helps to institutionalize quality control practice of corporate communications materials produced in HQ, departments, sub-counties,
- Support to MCG’s online and digital strategy and implementation
- With the Manager, Online & Digital, contributes strategic advice and direction on digital communications, platforms, channels and applications including contributing to identifying and developing new directions and initiatives;
- With the Manager, Online & Digital, oversees quality and consistency regarding social media strategy and implementation;
- Assists in overseeing integration between all digital communications platforms, channels and applications in line with other aspects of communications across the teams.
- Under the leadership of the Director, Communications, oversee the development, implementation, and monitoring of Communications work plans, ensuring they are aligned to the MCG’s Strategic Plan and the strategic objectives of MCG;
- Coordinates with the sub counties, heads of departments, ministries

- Under the leadership of Director, Communications, manage day-to-day the Communications staff in HQ, and those posted to departments and municipality;
- Lead the collaboration between the Communications Group three primary teams (Media & Advocacy, Online & Digital, and Marketing & Outreach) and build a high-functioning, cooperative Communications Group management team;
- Oversees and manages the day-to-day communication by departments/ministries

Required Skills and Experience

- First degree required in communication, Journalism or other relevant field
- Advanced university degree in communications, journalism or other relevant field preferred
- A minimum of 10 years of experience of professional experience in communications, journalism, advocacy, or campaigns with increasing responsibilities in administration and management, with a demonstrated track record of successfully managing multiple people, processes and projects in a complex environment;
- Proven excellence in people management is a core requirement of this position;
- Proven ability to effectively manage high profile global communications initiatives and campaigns, with particular experience on issues related to new communications technologies, branding and marketing, outreach to diverse global and national audiences, resource mobilization and donor or customer relations; and a proven track record of success in generating and garnering media coverage for international development or international relations issues;
- Demonstrated planning and organization skills to effectively implement corporate strategic communications plans and deliver results;
- National and developing county experience and perspective, including field experience in international development contexts, is strongly preferred.
- Demonstrable working experience in Mandera County, North eastern Region or any of the Frontier Counties Development Council is an added advantage.
- Demonstrable editing, writing and publishing experience for print, TV, radio and digital platforms
- Photography and videography skills is an added advantage
- Knowledge of Public relations is desirable
- Basic branding skills required
- Leadership of media teams is an added advantage
- Satisfy the requirement of chapter six of the Constitution

3. CAMERA OPERATOR AND FILM PRODUCER JG “K” ONE (1) POST-VACANCY NO.MCG/MCPSB/OG/23/03/20/-04

Terms of service –three (3) years Contract

Duties and responsibilities

- Editing and producing videos and documentaries to support its communication functions.
- Ability to shoot and edit infomercials
- Willing to travel in the vast county to film and produce video content
- Any other duties assigned

Requirement for appointment

- A diploma in media, Communication and or Public communication

- Degree in media, communication and or public communication is an added advantage
- At least 5 years' experience in a busy newsroom environment or production House.
- Certificate in leadership Excellence training is an added advantage
- Training on Digital media
- Knowledge of graphics is an added advantage
- Previous experience in working filming in arid and semi-arid areas is an added advantage.
- Satisfy the requirement of chapter six of the Constitution

4. SENIOR COMMUNICATION OFFICER JG 'L' ONE (01) POST

VACANCY NO.MCG/CPSB/23/03/20/-05

Terms of service –three (3) years contract

Duties and Responsibilities

- Develop a communications strategy and plan of the Board and link with County Departments and the public at large and to partners with governments and influential audiences;
- Develops and monitors corporate communications priorities, goals, and outcomes.
- In support of the Communications Director and working with the team leaders in the Communications Group, provides ongoing strategic direction, advice and guidance on MCG advocacy, media relations, events and multimedia products;
- Contributes to and monitors the implementation of Board marketing and outreach campaigns and the recruitment, management, and deployment of Goodwill Ambassadors, elected leadership and other high-profile supporters;
- Ensures that media relations and media outreach are consistent and high-quality and are focused on priority media markets and outlets, contributes to managing reputational risk and responding to negative coverage;
- Oversees cross-team collaborations on major advocacy/outreach campaigns in key policy/thematic areas.
- Organise event under the guidance of Head secretariat of the Board
- Manage and update the County Public Service Board website
- Helps to institutionalize quality control practice of corporate communications materials and link the Board with other stakeholders.
- Support to the County Public Service Board online and digital strategy and implementation
- With the Manager, Online & Digital, contributes strategic advice and direction on digital communications, platforms, channels and applications including contributing to identifying and developing new directions and initiatives;
- Assists in overseeing integration between all digital communications platforms, channels and applications in line with other aspects of communications across the teams.
- Under the leadership of other senior Communications officers oversee the development, implementation, and monitoring of Communications work plans, ensuring they are aligned to the Mandera County Government Strategic Plan and the strategic objectives of MCG;
- Oversees and manages the day-to-day communication of the County Public Service Board

- Any other duties and responsibilities assigned

Required Skills and Experience

- First degree required in communication, Journalism or other relevant field
- A minimum of 6 years of experience of professional experience in communications, journalism, advocacy, or campaigns with increasing responsibilities in administration and management, with a demonstrated track record of successfully managing multiple people, processes and projects in a complex environment;
- Proven ability to effectively manage high profile global communications initiatives and campaigns, with particular experience on issues related to new communications technologies, branding and marketing, outreach to diverse global and national audiences, resource mobilization and donor or customer relations; and a proven track record of success in generating and garnering media coverage for international development or international relations issues;
- Demonstrated planning and organization skills to effectively implement corporate strategic communications plans and deliver results;
- National and developing county experience and perspective, including field experience in international development contexts, is strongly preferred.
- Demonstrable working experience in Mandera County, North eastern Region or any of the Frontier Counties Development Council is an added advantage.
- Demonstrable editing, writing and publishing experience for print, TV, radio and digital platforms
- Photography and videography skills is an added advantage
- Knowledge of Public relations is desirable
- Basic branding skills required
- Leadership of media teams is an added advantage
- Satisfy the requirement of chapter six of the Constitution

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.

All Chapter Six documents must also be attached to the employment application form.

Applications should reach the County Public Service Board on or before 7th April, 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.