

REPUBLIC OF KENYA

MANDERA COUNTY GOVERNMENT



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

DATE: 23rd September 2020

VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill vacant positions in Mandera County Government as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012

DEPARTMENT OF WATER SERVICES

**1. SENIOR SUPERINTENDING ENGINEERS [WATER AND SEWERAGE] – J/G ‘N’ FOUR
(4) POSTS**

Terms of service - Permanent and Pensionable.

Vacancy No. MCPSB/WATER/09/2020/01

Duties and Responsibilities

- Work closely with County Director and Deputy Director in planning and designing water development works.
- Analysis and advises on the planning, design, construction and maintenance of water supply systems, including source development, treatment, storage and distribution.
- Analysis and advises on the planning, design, construction and maintenance of wastewater systems, including collection, treatment and discharge.
- Ensuring professional standards and undertaking quality control during construction and implementation of water supply and sewerage infrastructure;
- Prepare timely specifications, BOQs for projects as instructed by the Chief Officer and Director.
- Approval and review of specifications, Bills of Quantities, Drawings and reports;
- Plan, Coordinate, Supervise and report on the operation and maintenance of water supply utilities and advice the department heads technically on any required improvements.
- Carrying out feasibility studies, research activities in various aspects of water sewerage and hydraulic system;
- Participate in meetings and prepare section heads departmental meeting minutes;
- Maintain records and files and perform other duties of a similar nature or level;

- Prepare procurement specifications for engineering and construction works and services.
- Monitoring and evaluation of physical and financial progress of development projects and programmes.
- To undertake any other duties assigned.

Requirements for Appointment

- Be a Kenyan Citizen
- Have bachelor degree in civil engineering, Soil and Water Engineering, Water Resource Management or any other related field from a recognised institution,
- Have at least 2 years of working experience;
- Be a duly registered member of the **Institution of Engineers of Kenya (IEK) or IETK;**
- Registration with a relevant Professional Registration Body in Kenya i.e. The **Engineer's Registration Board of Kenya (ERB-K)** as an Engineer is an added advantage;
- Have sufficient competence in application/ use of Microsoft Office,
- Having sufficient knowledge and competence in the use of AUTOCADD and GIS use.
- Possess good communication and reporting writing skills, organizational skills, and,
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

2. SUPERINTENDENT [WATER AND SEWERAGE] – J/G “K” SEVEN (7) POSTS

Terms of Service-Permanent and Pensionable

Vacancy No. MCPSB/WATER/09/2020/02

Duties and Responsibilities

- Provide assistance to senior engineers, in formulating engineering designs in compliance with Engineering codes and Standards and the performance of technical field and office level work related to planning, hydraulic and cost analysis of feasible water development project proposals as well as daily departmental operations;
- Conduct hydraulic modelling of river and sedimentation movements, design of hydraulic structure.
- Manage less complex water engineering works and installations;
- Assist in preparing specifications, Bills of Quantities, Drawings and reports to be reviewed and approved by Senior Engineers and Director of Water Services;
- Plan, Coordinate, Supervise and report on the operation and maintenance of water supply utilities;
- Plan, Coordinate, Supervise and report on the drought mitigation efforts including water trucking and Rapid Response Maintenance Actions;
- Lead the team in implementing water revenue collection strategies and meeting the targets.
- Ensure quality technical specifications for all projects within the assigned jurisdiction.
- Represent Water Department in Sub-County level meetings, prepare and share all required reports and minutes on a timely basis
- Undertake routine field assessment of impacts, environmental studies, and economic feasibilities, engineering field studies and other related studies to enhance informed decisions and monitor impacts.
- Assist in preparation of procurement specifications for engineering and construction works and services.
- Provide background information and documentation for management consideration on various projects and interventions.

- Makes sound decisions in addressing work-related problems working closely with Chief Officer, Director and making reference to established guidelines, regular consultations and technical and Administrative principles and procedures.

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen
- Have a Diploma in Water, Civil and/or Water Resource Engineering or related field from a recognised institution,
- Have at least 2 years demonstrable and practical experience in similar roles and responsibilities.
- Registration with a relevant Professional Registration Body in Kenya and having a **Professional Practice License** as required by existing laws will be an added advantage
- Have sufficient competence in application/ use of Microsoft Office,
- Having sufficient knowledge and competence in the use of AUTOCADD shall be an added advantage,
- Possess good Oral and written communication skills and,
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

3. SENIOR INSPECTOR /INSPECTOR (WATER AND SEWERAGE) –J/G “H/J” THIRTY-SIX (36) POSTS

Terms of service -Permanent and Pensionable

Vacancy No. MCPSB/WATER/09/2020/03

Duties and Responsibilities

- Provide assistance to Sub-County Water Officers, in planning, hydraulic and cost analysis of feasible water development project proposals and interventions as well as overseeing daily water supply operations;
- Manage less complex water engineering works and installations;
- Helps in preparations of specifications, Bills of Quantities, Drawings and reports to be reviewed and approved by Senior Engineers;
- Plan, Coordinate, Supervise and report on the operation and maintenance of water supply utilities at the respective wards and locations.
- Coordinate and closely work with Ward Administrators and Sub County Water Officers in managing and running water utilities.
- Prepare quality Weekly, Monthly, Quarterly and Annual reports as per the required templates and share them on a timely basis.
- Participate in meetings and prepare and share meeting minutes;
- Maintain records and files and perform other duties of a similar nature or level;
- Provide background information and documentation for management consideration on various projects and interventions.
- Represent well Mandera County Governments Water department at the ward level.

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen
- Have a diploma or Certificate in Water, Civil and/or Water Resource Engineering or related field from a recognised institution,
- Have sufficient competence in application/ use of Microsoft Office,
- Possess fairly good Oral and written communication skills and,
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

4. SENIOR HYDRO-GEOLOGISTS – JG “L” ONE (1) POST

Terms of service: Permanent and Pensionable.

Vacancy No. MCPSB/WATER/09/2020/04

Duties and Responsibilities

- Gathering, analysing and interpreting of geological data so as to appropriately advise top managers as well as Engineers regarding existing ground water potential or underground formations
- Supervise Boreholes drilling activities
- Consult geological maps and aerial photographs to advice on site selection.
- Assist in the usage of specialized computer software.
- Collate data and prepare reports.
- Oversee the progress of drilling contracts.
- Plan detailed field investigation for drilling and analysing sample of deposit/bedrock.
- Supervise site and ground investigations.
- Conduct geological logging of drilled boreholes.

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen;
- Have a Bachelor’s of Science in Geology (Hydro-Geology) from a recognized university,
- Registered preferably with a Professional Registration Board of Kenya and has a valid Membership to a recognized professional body,
- Have at least 3year Experience in Ground water resources Assessment, Borehole Sitting and Data interpretation and analysis,
- Have sufficient competence in application/ use of GIS & Microsoft Office
- Possess good Oral and written communication skills and,
- the requirements of Chapter Six of the Constitution of Kenya 2010.

5. LABORATORY TECHNICIANS [WATER QUALITY] – JG “J” ONE (POST)

Terms of service -permanent and pensionable

Vacancy No. MCPSB/WATER/09/2020/05

Duties and Responsibilities

- Sampling, analysing and interpreting of raw and treated Water Quality so as to appropriately advise top managers as well as Engineers regarding the most effective water treatment method to use,
- Monitor the effectiveness of recommended water treatment process with a view to even further enhance the quality of the treated water,

- Conduct Sampling and analysis of water to determine its physical, Chemical & Bacteriological quality,
- Determine the most effective water treatment methods and chemical dosages required to render the water fit for the intended uses,
- Generate a water quality analysis report with levels of undesirable impurities against the minimum WHO permissible levels in drinking water, the most suited treatment process to remove impurities and the recommended chemical dosages if required to achieve these and,
- Monitor the performance of water treatment processes in use and provide further advise where necessary.

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen;
- Have a Diploma in Laboratory Technology from recognized Institutions,
- Registered preferably with a Professional Registration Board of Kenya and has a valid Membership to a recognized professional body,
- Have at least 3year Experience in Water and Waste Water Quality analysis,
- Have sufficient competence in application/ use of Microsoft Office
- Possess fairly good Oral and written communication skills and,
- Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

6. POWER PLANT MECHANICS –JG “H” TWO (2) POSTS

Terms of Services-Permanent and Pensionable.

Vacancy No. MCPSB/WATER/09/2020/06

Duties and Responsibilities

- Maintenance and timely major servicing of borehole generators.
- Assist in regular maintenance, repair and servicing of water pumps and other equipment.
- Regular maintenance of mechanical parts of both vehicles and Water Engines.
- Keep records on repairs and maintenance and to ensure that they are submitted to the Assistant Director on timely basis.
- Advise other staff on operations of equipment and keep track of operations.
- Liaise with senior management any urgent arising matters that need to be addressed.

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen;
- Have an advanced Technician or Certificate in power Plant mechanics.
- Have Knowledge of both surface and submersible pumps on installation, repair, operation and maintenance,
- Knowledge on control panel faults and how to repair,
- Have at least 3 Years Industrial and / or Working Experience

7. ELECTRONIC ENGINEERING TECHNICIANS –JG “H” THREE (3) POSTS

Terms of Service-Permanent and Pensionable.

Vacancy No. MCPSB/WATER/09/2020/07

Duties and Responsibilities

- Maintenance and timely servicing of generators.
- solar panels installations at boreholes and maintenance of the same.
- 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.
- Liaise with senior management any urgent arising matters that need to be addressed

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen;
- Have a Diploma in Energy Engineering, Solar Engineering, Electrical Engineering or any other related field or Advanced Electrical Artisan certificate with more than three years' practical experience.
- Have Knowledge of both surface and submersible pumps installation, repair, operation and maintenance,
- In-depth skills and understanding of electrical connections and installations. Knowledge of control panel faults and how to repair.
- Have at least 3 Years Industrial and / or Working Experience

8. PLUMBERS –JG “G” TEN (10) POSTS

Terms of Services-Permanent and Pensionable

Vacancy No. MCPSB/WATER/09/2020/08

Duties and Responsibilities

- Carry out installation and repair works
- Maintenance of Government Housing & Building daily and preparation of budget to do minor repairs
- Maintenance of hydration machine.
- Attends to any breakdowns instantly arising from the borehole systems, rising mains and distribution lines.
- Undertake extension of existing water and drainage systems.
- Any other duties assigned.

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen;
- Able to demonstrate detailed knowledge and practical understanding of pipework and its components.
- Have Diploma in the same field or advanced Certificate in Plumbing/ Pipe fitting or equivalent
- Have at least 3 Years Industrial and / or Working Experience and,

- Have Government Trade Test Certificate Grade III in the area of specialization.

9. SURVEY ASSISTANTS – J/G “J” ONE (01) POST

Terms of Service-Permanent and Pensionable.

Vacancy No. MCPSB/WATER/09/2020/09

Duties and Responsibilities

- Carrying out Project site Surveys.
- Preparation of Site Maps, layout plans and pipeline profiles, e.t.c.
- Recording of Cut and fill level readings and analysis of reduced levels.
- Work closely with Engineers in the Development and Design section.
- Keep records of all survey data
- Safety and Maintenance of Survey Tools and Equipment.
- Liaise and consult closely with senior management on any urgent arising matters that need to be addressed

Requirements for Appointment

For appointment to this Position, a Candidate must: -

- Be a Kenyan Citizen;
- Have a Diploma in Surveying or other related courses from a recognized institution
Have 3-year Industrial attachment and / or Working Experience,
- Be Computer Literate and possess certificate of the same.
- Possess Good oral and written Communication skills.
- Have Good Interpersonal and organizational skills
- Have ability to work under pressure.
- Registration with relevant professional bodies an added advantage.
- Must meet the requirement of chapter six of the Kenyan constitution

10. SUPPORT STAFF / LINE SUPERVISORS – J/G “C” EIGHT (8) POSTS

Terms of Service -Temporary.

Vacancy No. MCPSB/WATER/09/2020/10

Duties and Responsibilities

- Ensure all offices are opened and locked up securely after cleaning for the day;
- Schedule and allocate work to staff in the cleaning section at office premises on a daily basis to ensure clean and hygienic work environment always;
- Maintain inventory of cleaning materials and trigger re-order when necessary;
- Collate information and alert management of any pertinent issue regarding staff and the cleaning section;
- Prepare required cleaning section reports and submit them in a timely manner;

Requirements for Appointment

For appointment to this Position, a Candidate must-

- Be a Kenyan Citizen;
- Holder of K.C.P.E or equivalent from a recognized institution is an added advantage

- Prior engagement in similar hands-on field relevant to the position for at least three (3) years
- Physically fit for the position
- Interpersonal and Organisational skills
- Ability to work under pressure
- Meet the requirements of Chapter six of the Constitution of Kenya 2010.

11. SUPPORT STAFF /ENGINE OPERATORS – JOB GROUP ‘C’ TWENTY (20) POSTS

Terms of Service -Temporary

Vacancy No. MCPSB/WATER/09/2020/11

Duties and responsibilities

- Monitor and regulate the performance of electricity-generating systems at the Water Intakes.
- Ensure regular servicing of Engines and keeping track of the servicing schedules.
- Monitor gauges and read metres of the plant.
- Keep daily track on the use of fuel for diesel powered engines,
- Day-to-day management of plant operations and maintenance.
- Addressing malfunctions of departmental motor vehicles
- Reporting on possible breakdowns instantly and recording the same;
- Liaising with mechanics for servicing; making daily and weekly oil checks
- Maintaining the cleanliness of the plants and its environs cleaning and maintaining tanks and filters
- Taking readings and keeping accurate records.

Requirements for Appointment

For appointment to this Position a Candidate must -

- Be a Kenyan Citizen
- Prior engagement in similar hands-on field relevant to the position for at least three (3) years
- Physically fit for the position
- Holder of K.C.P.E or equivalent from a recognized institution is an added advantage
- Ability to read and record data on routine basis.
- Ability to remain vigilant and security conscious.
- Be able to operate at least two (2) machines/engines of difficult rating ‘C’
- Mature understanding of roles with high degree of precisions.

12. SENIOR PRINCIPAL ICT OFFICER –JG P- ONE (1) POST

Terms of Service –Permanent and Pensionable

Vacancy No. MCPSB/MANDAWASCO/09/2020/12

Duties and responsibilities

- Manage the deployment, monitoring, maintenance, development, upgrade and support of all IT systems including servers, PCs, operating systems, telephones, software applications, and peripherals
- Monitor, manage, maintain and administer the server environment including active directory, exchange, SQL Database
- Provide expertise and support during systems upgrades, installations, conversions and file maintenance
- Oversee system development and enhancement and integration new systems
- Prepare and monitor disaster recovery, including backup of servers

- Provide repair and upgrade for hardware, networks and software
- Install, setup and maintain appropriate software on servers
- Oversee preventive maintenance of all ICT equipment on quarterly basis
- Any other duties assigned

Requirement for appointment

For appointment to this position, a candidate must: -

- Be a Kenya citizen
- Bachelor degree in computer science or any other related field from a recognised institution
- Three years' work experience related to the position
- Fulfil the requirements of chapter six of the constitution of Kenya 2010

13. COUNTY ARCHITECT –JG “N” ONE (1) POST

Terms of service –Permanent and Pensionable.

Vacancy No. MCPSB/ 09/2020/13

Duties and Responsibilities

- Perform architectural duties and managing architectural projects definition through completion of construction;
- Develop concepts and designs for buildings, interpretation of standards, coordinating and consulting with engineering specialties and participating in design and site meetings;
- Monitoring project compliance by maintaining a variety of records, reports, plans and files on work projects and evaluating progress of engineering projects as set out in line with the plan;
- Review field data, providing construction support services, and investigating existing site conditions by conducting periodic on site observation of construction works, reviewing construction submittal and request for information, preparing specifications, working drawings, bid documents, and estimates and presentations of drawings and models;
- Review and evaluate designs prepared by other agencies or private contractors/consultants by ensuring adequacy, completeness, economy and compliance with design criteria, design standards applicable codes and maintainability;
- Assist in the interpretation of architectural and engineering design standards established by local jurisdiction by conducting codes and regulation research.

Requirements for Appointments

- Be a Kenyan citizen;
- Have Bachelor of Architecture degree from a recognized university;
- Have at least 1-2 years' experiences in a public or private sectors. Have a technical knowledge of Architectural project delivery;
- Demonstrate skills on the areas of design, presentation and technical skills;
- Proficiency with Auto CAD and Archicad;
- Computer literacy using Microsoft office products and presentation software;

14. COUNTY CIVIL ENGINEERS - JG “N” ONE (1) POST-

Vacancy No. VACANCY /MCPSB/09/2020-14

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Assist in preparation of tender documents for road maintenance projects;
- Assist in carrying out studies in maintenance works and collect data to be used in further maintenance works;
- Assist in undertaking feasibility studies for new road maintenance work;
- Make site visits and report progress of work;
- Assists in carrying out road maintenance inspection and prepares progress report and recommendation. Prepares periodic report;
- Assists in raw data collection and traffic flow;
- Assists in design work (road and structures);
- Participates in the evaluation of tenders;
- Assists in supervision of consultants and contractors;
- Any other duties relevant to the specialization as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- A Bachelor of Science degree in Civil Engineering or comparable qualification from a recognized university and Served for a minimum period of one year as Engineer (works);
- Have at least 1-2 years' experience in public or private sectors;
- Have a high degree of professional competence, administrative capacity and leadership qualities required for effective planning, direction, control and coordination of technical projects;
- Demonstrated general administrative ability required for direction, control and implementation of Civil Engineering programmes and;
- Have a thorough understanding of national goals, policies and development objectives;
- Satisfy the requirements 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.

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 **7th October, 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

