



# COUNTY GOVERNMENT MANDERA

## COUNTY PUBLIC SERVICE BOARD



P.O. Box 356-70300, MANDERA

DATE: 15<sup>th</sup> May, 2025

### VACANCY ANNOUNCEMENT

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

#### A. OFFICE OF THE COUNTY ATTORNEY

##### 1. ASSISTANT DEPUTY CHIEF LEGAL OFFICER (ASSISTANT DIRECTOR LEGAL), – JG “P” ONE (1) POST:

REF: MCPSB/OCA/2025/05/01

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 on legal policy issues, drafting bills and other legal documents;
- Preparing and reviewing preliminary legal documents/instruments;
- Ensuring compliance with national, regional and international legal documents/instruments;
- Ensuring compliance with principle and values of good governance, human rights, transparency, accountability, ethics and integrity;
- Preparing conveyancing documents;
- Analyzing research data and compiling reports;
- Preparing legal opinions and undertaking law review;
- 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;
- Master's Degree in Law or any other relevant social science from a recognized institution will be an added advantage;
- A minimum experience of six (6) years and at least two (2) years in a senior position in either public or private legal practice;
- Knowledge in records management;
- Good administrative and coordination skills;
- Due diligence and attention to details;
- Certificate in Computer Applications;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.



## 2. PRINCIPAL LEGAL OFFICER, –JG “N” TWO (2) POSTS

REF: MCPSB/OCA/2025/05/02

**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;
- Coordinating the activities of the County Court including drawing of charge sheets, bonding of witnesses, application for warrants and application for witness summons;
- Attending court to represent the County in both civil and criminal litigation;
- Provide opinions and advice on legal matters as required;
- Undertaking conveyancing duties;
- 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;
- Must be an advocate of the High Court of Kenya with a current practicing certificate;
- A minimum experience of three (3) years in public or private legal practice;
- Certificate in Computer Applications;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

## 3. SENIOR PRINCIPAL LEGAL CLERK, JG “M” ONE (1) POST:

REF MCPSB/2025/OCA/05/03

**Terms of service –permanent and pensionable**

### **Duties and responsibilities**

- Opening legal files;
- Photocopying file documents;
- Preparing and signing affidavits of service;
- Compilation of legal documents for pre-trial conferencing;
- Updating contractors/customers/clients and calling for documents which are in their possession if necessary;
- Arranging and recording files in the legal registry and filing documents in the relevant files;
- Receiving and dispatching legal correspondence;
- Serving court documents;



- Retrieving files and documents needed by Legal Counsel; and
- Keeping and communicating to counsel on the court diary;
- Other duties relevant to the specialization as may be assigned from time to time.

**Requirement for appointment:**

- Diploma in Law or equivalent qualification from a recognized institution;
- A minimum period of two (2) years' relevant work experience;
- Have understanding of legal processes;
- Exhibited thorough understanding of legal aspects of land, public administration and devolution;
- Have experience in records and file management;
- Proficiency in Computer application; and
- Satisfy the requirement of Chapter Six of the Constitution.

**B. DEPARTMENT OF ROADS AND TRANSPORT**

**4. SENIOR SUPERINTENDING ENGINEER (MECHANICAL), JG "N" ONE (1) POST**

**REF: MCPSB/2025/RT/05/04**

**Terms of service –permanent and pensionable**

**Duties and Responsibilities**

- Preparation of development plans, proposals and designs for new improved workshop facilities;
- Implementation of workshop development programmes;
- Design of vehicle bodies, special purpose plant, vehicles, and plant modifications, and other items;
- Preparation of requirements for procurement and placement, overhaul, utilization, allocation and arrangement of the vehicle, plant, equipment and workshop tools;
- Repair and maintenance of the mechanical machines and equipment;
- Provision of transport services;
- Enforcement of quality;
- Carrying out cost estimates of all repair work including work entrusted to Outside contractor;
- Submission of regular reports;
- Advising on spares holdings and all matters connected with maintenance and repairs of vehicles and plant;
- Inspect and test vehicles and equipment before and after repairs;
- Conduct proficiency test for drivers;
- Any other duties as may be assigned from time to time.

**Requirements for Appointment**

- Bachelor's degree in mechanical/automotive engineering or its equivalent and relevant qualification from a recognized institution;
- Been registered by engineers' board of Kenya (EBK)/Institute of Engineers of Kenya (IEK) as a Graduate Engineer;



- Have a current valid annual practicing license from the Engineers Registration Board of Kenya or any other relevant professional body;
- Have served in the grade of Superintending Engineer or comparable position in the public/private service for a period of at least three (3) years in professional field;
- Demonstrate competency and ability required to handle technical and administrative matters at this level;
- Have a certificate in computer application;
- Able to prioritize, organize and work under pressure;
- Good time management skills and capacity to work under pressure to meet strict deadlines; and
- Satisfy the requirement of Chapter Six of the Constitution.

**5. ASSISTANT ENGINEER I (MECHANICAL), JOB GROUP 'L' ONE (1) POST**  
**REF: MCPSB/2025/RT/05/05**

**Terms of service –permanent and pensionable**

**Duties and Responsibilities**

- Carrying out scheduled and non-scheduled maintenance on mechanical equipment;
- Carrying out calibration of all mechanical monitoring equipment;
- Installing, testing, and commissioning new or refurbished plant equipment and systems;
- Carrying out regular safety inspections; interpreting technical drawings as per work requirement;
- Carrying out diagnostics and troubleshooting of faults of the plant and auxiliaries; and
- Monitoring and regulating machine load, voltage, frequency.

**Requirements for Appointment**

- A Bachelor's degree in Mechanical/Automotive Engineering or its equivalent and relevant qualification from a recognized institution;
- Served in the grade Assistant Engineer II/ Comparable position in the public /private service for at least three (3) years;
- Be Registered by the Engineers Board of Kenya(EBK)/ Institute of Engineers of Kenya (IEK) as a graduate engineer;
- Proficiency in computer application;
- Fulfill the requirements of Chapter Six of the Constitution.

**6. INSPECTOR (MECHANICAL – MVP), JOB GROUP 'H' TWO (2) POSTS**  
**REF: MCPSB/2025/RT/05/06**

**Terms of service –permanent and pensionable**

**Duties and Responsibilities**

- Repair and maintain all types of vehicles, plants, body building that may involve interpretation of drawings, fittings, use of manufacturing machines, bench work and precision meaning tools;
- Clean machine and the workplace;
- Trouble shooting and repair of PVC injection machines. Installation of new machines;
- Perform routine maintenance; and
- Ensure machines are operating efficiently and safely.





### Requirements for Appointment

- Diploma in Mechanical Engineering/Automotive or other approved equivalent qualification from a recognized institution;
- Valid Driving License;
- Proficiency in computer applications;
- Fulfill the requirements of Chapter Six of the Constitution.

### 7. INSPECTOR (ELECTRICAL – MVP), JOB GROUP ‘H’ TWO (2) POSTS REF: MCPSB/2025/RT/05/07

**Terms of service –permanent and pensionable**

#### **Duties and Responsibilities**

- Inspection and maintenance of electrical installations in Public Buildings and Government Quarters;
- Design of electrical/electronic engineering services in government buildings and construction works;
- Testing, maintenance and repair of electrical installation and controls related to fire-detection equipment, cookers, catering equipment, cookers, lifts, boilers water heaters and general domestic appliances;
- Inspection and maintenance of electrical controls in power generating plants and machinery;
- Testing and maintenance of low and medium voltage distribution systems.

#### **Requirements for appointment**

- Diploma in in either Mechanical/Automotive Engineering or Technician Certificate in Part III in Mechanical Engineering /Automotive Engineering; or its equivalent from a recognized institution;
- Valid Driving License;
- Proficiency in computer applications;
- Fulfill 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](http://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 **4<sup>th</sup> June, 2025** at **4.00 PM** to the office of the County Public Service Board Mandera.

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 Ag. Secretary/CEO,  
Mandera County Public Service Board,  
P.O. Box 356-70300, Mandera**

